



Ship's Serviceman 3

Only one answer sheet is included in the NRTC. Reproduce the required number of sheets you need or get answer sheets from your ESO or designated officer.

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S/N 0505-LP-217-7700

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SHIP'S SERVICEMAN 3

NAVEDTRA 80176

Prepared by the Naval Education and Training Program Management
Support Activity, Pensacola, Florida

Congratulations! By enrolling in this course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program. You have taken an important step in self-improvement. Keep up the good work.

HOW TO COMPLETE THIS COURSE SUCCESSFULLY

ERRATA: If an errata comes with this course, make all indicated changes or corrections before you start any assignment. Do not change or correct the Training Manual (TRAMAN) or assignments in any other way.

TEXTBOOK ASSIGNMENTS: The TRAMAN for this course is Ship's Serviceman 3, NAVEDTRA 10176. The TRAMAN pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions in the course. Pay close attention to tables and illustrations because they contain information that will help you understand the text. Read the learning objectives provided at the beginning of each chapter or topic in the text and/or preceding each set of questions in the course. Learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

BLACK DOT INFORMATION: Black dots (●) may be used in the text and correspondence course to emphasize important or supplemental information and to highlight instructions for answering certain questions. Read these black dot entries carefully; they will help you answer the questions and understand the material.

SELECTING YOUR ANSWERS: After studying the text, you should be ready to answer the questions in the assignment. Read each question carefully, then select the BEST answer. Be sure to select your answer from the subject matter in the TRAMAN. You may refer freely to the TRAMAN and seek advice and information from others on problems that may arise in the course. However, the answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the same course. Failure to

follow these rules can result in suspension from the course and disciplinary action.

SUBMITTING COMPLETED ANSWER SHEETS: Complete all assignments as quickly as possible to derive maximum benefit from the course. As a minimum, submit at least one assignment per month. This is a requirement established by the Chief of Naval Education and Training. Failure to meet this requirement could result in disenrollment from the course.

TYPES OF ANSWER SHEETS: If you are a U.S. Navy enlisted member on active duty or a drilling U.S. Naval Reserve enlisted member, you should use the answer sheet attached at the end of this course and follow the instructions in section A below. If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, you should use the Automatic Data Processing (ADP) answer sheets included in the course package and follow the instructions in section B.

A. Manually Scored Answer Sheets

If you are a U.S. Navy enlisted member on active duty or attached to a U.S. Naval Reserve drilling unit, your course will be administered by your local command. You must use the answer sheet designed for manual scoring, NETPMSA form 1430/5, Stock Ordering Number 0502-LP-216-0100. You may get a supply of the forms from your ESO or you may reproduce the one in the back of this course booklet. DO NOT USE THIS FORM FOR COURSES ADMINISTERED BY NETPMSA.

Recording Information on the Manually Scored Answer Sheets:

As you complete each assignment, submit the completed answer sheet to your

local educational services officer (ESO) for grading. You may submit more than one answer sheet at a time. Remember, you must submit at least one assignment each month.

Grading:

Your ESO will grade each answer sheet and notify you of any incorrect answers. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, the ESO will list the questions you answered incorrectly and give you a pink answer sheet marked RESUBMIT. You must redo the assignment and complete the RESUBMIT answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion:

After you have submitted all the answer sheets and have earned at least 3.2 on each assignment, your command should give you credit for this course by making the appropriate entry on Page 4 of your service record.

Student Questions:

If you have questions concerning the administration of this course, consult your local ESO.

B. ADP Answer Sheets

If you are an enlisted U.S. Naval Reserve member who is not attached to a drilling reserve unit or if you are an officer, a civilian, or a member of the U.S. Army, Air Force, Marine Corps, or Coast Guard, you should use the ADP answer sheets provided in your course package. You should use one blank original ADP answer sheet for each assignment. Use only the original ADP answer sheet provided in your course package, NETPMSA will not accept reproductions.

Recording Information on the ADP Answer Sheets:

Carefully follow the MARKING INSTRUCTIONS on each answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information identifies you (the student), the course, and the assignment; it must be correct for NETPMSA to process your course and give you credit for your work.

Because your ADP answer sheets will not be returned to you, be sure to mark your answers in the course booklet as you are working the course. Whenever you complete an assignment, transfer your answers from the course booklet to the ADP answer sheet.

Mailing the Completed ADP Answer Sheets:

Upon completing an assignment, mail the completed answer sheet to:

Commanding Officer
Naval Education and Training
Program Management Support
Activity
Pensacola, FL 32559-5000

Use envelopes to mail your answer sheets. You must provide your own envelopes or request them from your local educational services officer (ESO). You may enclose more than one answer sheet in a single envelope. Remember, regardless of how many answer sheets you submit at a time, NETPMSA should receive at least one assignment a month.

NOTE: DO NOT USE THE COURSE COMMENTS PAGE AS AN ENVELOPE FOR RETURNING ANSWER SHEETS OR OTHER COURSE MATERIALS.

Grading:

NETPMSA will grade the answer sheets and notify you by letter concerning your grade for each assignment, your incorrect answers, and your final grade. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, you must rework the assignment. NETPMSA will enclose a new ADP answer sheet in the letter notifying you of the questions you answered incorrectly. You will be required to redo the assignment and resubmit the new answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

Course Completion:

When you complete the last assignment, fill out the Course Completion form in the back of the course and enclose it with your last answer sheet. NETPMSA will issue you a letter certifying that you satisfactorily completed the course. You should make sure that credit for the course is recorded in your service record.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH NETPMSA'S ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. This is especially important if you are taking the course for Naval Reserve retirement credit. You must mail your answer sheets at least 60 days before your anniversary date. This will provide you with enough time for delays in the mail or reworking failed assignments. DO NOT MAIL YOUR ASSIGNMENTS TO THE NAVAL RESERVE PERSONNEL COMMAND (NRPC).

Student Questions:

If you have questions concerning this course, notify NETPMSA by mail (use the address on page ii) or by telephone: AUTOVON 922-1366 or commercial (904) 432-1366.

NAVAL RESERVE RETIREMENT CREDIT

If you are a member of the Naval Reserve, you will receive refinement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For the purpose of Naval Reserve retirement, this edition of the course is evaluated at 11 points. These points will be credited to you upon your satisfactory completion of the entire course.

NOTE: YOUR OFFICIAL COURSE COMPLETION DATE WILL BE THE DATE YOUR LAST ASSIGNMENT IS PROCESSED THROUGH NETPMSA'S ADP SYSTEM--NOT THE DATE YOU DEPOSIT THE LAST ASSIGNMENT IN THE MAIL. Refer to the Course Completion paragraph under section B. ADP Answer Sheets.

COURSE OBJECTIVES

In completing this course, you will demonstrate a knowledge of the subject matter by correctly answering questions pertaining to the following subject areas: organization and security of supply afloat; operation of the sales outlets; stowage and custody of ship's store stock; customer service in the afloat barbershop; operation of the ship's laundry and dry-cleaning plant; and general maintenance of ship's store equipment.

Naval courses may include several types of questions-multiple-choice, true-false, matching, etc. The questions are not grouped by type but by subject matter. They are presented in the same general sequence as the textbook material upon which they are based. This presentation is designed to preserve continuity of thought, permitting step-by-step development of ideas. Not all courses use all of the types of questions available. The student can readily identify the type of each question, and the action required, by inspection of the samples given below.

MULTIPLE-CHOICE QUESTIONS

Each question contains several alternatives, one of which provides the best answer to the question. Select the best alternative, and blacken the appropriate box on the answer sheet.

SAMPLE

s-1. Who was the first person appointed Secretary of Defense under the National Security Act of 1947?

1. George Marshall
2. James Forrestal
3. Chester Nimitz
4. William Halsey

Indicate in this way on the answer sheet:

	1 T	2 F	3	4	
s-1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---

TRUE-FALSE QUESTIONS

Mark each statement true or false as indicated below. If any part of the statement is false the statement is to be considered false. Make the decision, and blacken the appropriate box on the answer sheet.

SAMPLE

s-2. All naval officers are authorized to correspond officially with any systems command of the Department of the Navy without their respective commanding officer's endorsement.

1. True
2. False

Indicate in this way on the answer sheet:

	1 T	2 F	3	4	
s-2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---

MATCHING QUESTIONS

Each set of questions consists of two columns, each listing words, phrases or sentences. The task is to select the item in column B which is the best match for the item in column A that is being considered. Items in column B maybe used once, more than once, or not at all. Specific instructions are given with each set of questions. Select the numbers identifying the answers and blacken the appropriate boxes on the answer sheet.

SAMPLE

In questions s-3 through s-6, match the name of the shipboard officer in column A by selecting from column B the name of the department in which the officer functions. Some responses maybe used once, more than once, or not at all.

A. OFFICER

B. DEPARTMENT

s-3. Damage Control Assistant 1. Operations Department

s-4. CIC Officer

2. Engineering Department

s-5. Disbursing Officer

3. Supply Department

s-6. Communications Officer

Indicate in this way on the answer sheet:

	1 T	2 F	3	4	
s-3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---
s-4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---
s-5	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	---
s-6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	---

Assignment 1

Textbook Assignment: "Organization and Security," chapter 1, pages 1-1 through 1-11, and "Operation of the Sales Outlet," chapter 2, pages 2-1 through 2-10.

- Questions 1-1 through 1-46 refer to chapter 1 of the text.

Learning Objective: Identify the purpose of the Navy Resale Program and the functions of the activities related to ship's store afloat.

- 1-1. The purpose of the Navy Resale Program is to accomplish which of the following objectives?
1. To provide a convenient and reliable source from which personnel may obtain, at the lowest practical price, necessary articles for their health, comfort, and convenience and services needed in day-to-day living
 2. To promote good morale
 3. To provide through profits a source of funds for the recreation of naval personnel
 4. All of the above
- 1-2. Which of the following activities under the command and control of NAVSUP is responsible for administering the Navy Resale Program?
1. NAVRESSO
 2. NAVSEA
 3. FAADC
 4. NAVFINCEN
- 1-3. NAVRESSO is responsible for which of the following actions related to the operation of ship's stores?
1. Enters into agreement with commercial suppliers as to the quality and price of merchandise and issues, or causes to be issued, the Ship's Store Contract Bulletin and Ship's Store Afloat Catalog
 2. Issues logistic policies, plans, and orders for support of the fleet
 3. Audits ship's store returns
 4. All of the above
- 1-4. The NAVRESSO fleet assistance teams were set up in the major port areas for which of the following purposes?
1. To provide technical assistance and guidance in all areas of the ship's store operation to shipboard personnel
 2. To advise the fleet commanders on supply and transportation matters
 3. To conduct inspections of ship's stores afloat and make formal reports to the commanding officer on completion of the inspection
 4. All of the above

- 1-5. Auditing ship's store returns, paying dealers' bills, and reconciling differences with documents covering receipts from purchase and receipts from other supply officers are some of the responsibilities of what activity?

1. FAADC
2. NAVRESSO
3. NAVSUP
4. NAVMASSO

Learning Objective: Explain the mission, functions, organization, and responsibilities of an afloat supply department.

- 1-6. The mission of the afloat supply department is to provide the material and service needs of the ship.

1. True
2. False

- 1-7. The supply officer is responsible to the commanding officer for the proper operation and administration of which of the following functions?

1. Procurement and receipt of repair parts
2. Operation of the ship's store
3. Operation of the general mess
4. All of the above

- 1-8. When the supply officer assigns an assistant supply officer to the duty of ship's store officer, what official, if any, must approve the assignment?

1. Commander, Naval Supply Systems Command
2. Director, Ship's Store Division (SSD), NAVRESSO
3. Commanding officer
4. None

IN ANSWERING QUESTIONS 1-9 THROUGH 1-12, SELECT FROM COLUMN B THE DIVISION RESPONSIBLE FOR THE FUNCTION LISTED IN COLUMN A.

	<u>A. FUNCTIONS</u>	<u>B. DIVISIONS</u>
1-9.	Operate and maintain the vending machines aboard ship	1. s-1 2. s-2 3. s-3
1-10.	Maintain the military pay records	4. s-4
1-11.	Account for consumables, equipage, repair parts, and other material as required	
1-12.	Operate and manage the general mess	

Learning Objective: Explain the factors that pertain to the security of supply department spaces aboard ship.

- 1-13. Before unauthorized personnel can be allowed into supply department spaces, final approval must be granted by which of the following individuals?
1. The supply officer
 2. The leading petty officer
 3. The ship's master-at-arms
 4. The person in charge of the space
- 1-14. Keys to supply department spaces may be taken off the ship overnight by the person in charge of the space providing a key log is maintained identifying the holder of the key.
1. True
 2. False

SUPPLY DEPARTMENT SPACES ARE DIVIDED INTO GROUPS TO PROVIDE ADEQUATE SECURITY IN WORKING SPACES. IN ANSWERING QUESTIONS 1-15 THROUGH 1-18, SELECT FROM COLUMN B THE SECURITY GROUP FOR WHICH THE SPACE LISTED IN COLUMN A IS ASSIGNED.

	<u>A. SPACES</u>	<u>B. GROUPS</u>
1-15.	Ship's galley	1. I
1-16.	Ship's laundry	2. II
1-17.	General stores storeroom	3. III
1-18.	Ship's store bulk storeroom	4. IV
1-19.	What should the Storekeeper in charge of a Group I space do with the key to the space at the end of the workday?	
	1. Retain it until the next day	
	2. Return it to the general key locker in the supply office	
	3. Turn it over to the duty supply officer	
	4. Turn it over to the leading SK	
1-20.	The master key for Group I spaces is kept by which of the following individuals?	
	1. The leading Storekeeper	
	2. The stores officer	
	3. The supply officer	
	4. The duty supply officer	
1-21.	Keys to the supply office are issued at the discretion of what individual?	
	1. The office recordskeeper	
	2. The leading petty officer of supply	
	3. The ship's store officer	
	4. The supply officer	

1-22. The ROM system is included under what security classification?

1. Routine
2. Secret
3. Classified
4. Unclassified

1-23. What individual is required to input user IDs and passwords into the ROM system on a need-to-know basis?

1. The security officer
2. The supply officer
3. The ship's store officer
4. The leading Ship's Serviceman

1-24. Once users have been given access to the ROM system, their names will be included in the ROM security access list which is maintained in what location in a sealed envelope?

1. File SSA-17
2. Ship's store officer's safe
3. The supply officer's safe
4. File SSA-21

Learning Objective: Identify the factors that pertain to the security of Group III and Group IV spaces.

1-25. When dead bolt locks cannot be installed on doors leading to Group III spaces, what action should be taken?

1. Have the ship's security patrol check the space more often
2. Install a high-security key-type padlock with a shrouded shackle and high-security hasp
3. Install two high-security hasps with two combination locks
4. Use just one high-security hasp with one combination or key-type lock and attach a car seal at the end of each business day making sure it is properly logged in the car seal log

- 1-26. When available from supply, which of the following items should be installed on doors leading to Group III spaces in addition to dead bolt locks?
1. Keyless combination locks
 2. Key-type padlock
 3. Key-type lock with high-security shackle
 4. Key-type lock used in conjunction with a numbered car seal
- 1-27. When installing hasps on doors leading to Group III spaces, what should you use to secure the hasp to the door?
1. Screws
 2. Pop rivets
 3. Tamperproof bolts
 4. Nails
- 1-28. What action, if any, should be taken for exposed hinge pins on hasps installed on doors leading to Group III spaces?
1. Make a note of the problem to the ship's security patrol and have the space checked more often
 2. Use an additional hasp with the appropriate lock
 3. Tack weld the hinge pins to prevent removal
 4. None
- 1-29. After the custodian of the Group III space changes the combination of the lock that secures the space, the new combination is sealed in an envelope and turned over to what holding individual?
1. The leading Ship's Serviceman
 2. The ship's store officer
 3. The supply officer
 4. The security manager
- 1-30. For security, duplicate keys to Group III spaces are placed in a sealed envelope, signed and dated across the flaps by the ship's store officer and the responsible custodian, and placed in the ship's store officer's safe.
1. True
 2. False
- 1-31. The inside perimeter of the removable sales windows to the retail store is secured by using what securing device(s)?
1. A car seal
 2. Bars
 3. Slip locks
 4. Key locks
- 1-32. What additional security measure should the custodian of the bulk storeroom take when the contents of the bulk storeroom are visible from the outside?
1. Keep all high-cost, small-cube items out of sight or break them out to the retail store
 2. Make sure adjacent passageways are well lighted
 3. Make sure security watches check the bulk storeroom at varying intervals
 4. Each of the above
- 1-33. Group III spaces should not be reentered after working hours by the responsible custodian unless circumstances warrant it and final approval is obtained from what individual, if any?
1. Ship's store officer
 2. Duty supply officer
 3. Leading Ship's Serviceman
 4. None
- 1-34. Merchandise exceeding what retail value should NOT be left in the display windows of the retail store after working hours?
1. \$50
 2. \$40
 3. \$35
 4. \$25
- 1-35. The key or combination to the padlock securing the coin box in the vending machine is kept by which of the following individuals?
1. Ship's store officer
 2. Supply officer
 3. Vending machine operator
 4. Commanding officer

1-36. The locks installed by the manufacturer on the outside of vending machines are considered adequate for security purposes.

1. True
2. False

1-37. When locked money boxes are used in the vending machine, the keys that lock the money box itself into the vending machine are kept by what individual?

1. Vending machine operator
2. Supply officer
3. Agent cashier
4. Person making collections

1-38. With what security measure are the duplicate keys to the locked money boxes in the vending machines handled?

1. Kept in a special duplicate key locker in the supply office
2. Sealed in an envelope and kept in the supply officer's safe
3. Sealed in an envelope and kept in the ship's store officer's safe
4. Retained by the responsible custodian until relieved

1-39. Where are the working keys to the ship's laundry kept after normal working hours?

1. In the custody of the Ship's Serviceman in charge of the laundry
2. In the custody of the duty supply officer
3. In the custody of the leading Ship's Serviceman
4. Inside the general key locker in the supply office

1-40. What security precaution is taken with regard to duplicate keys to Group IV spaces?

1. Kept in a sealed envelope in the supply officer's safe
2. Kept by the supply officer in a special duplicate key locker in the supply office or in the supply officer's safe
3. Kept in the general key locker in the supply office
4. Kept by the leading Ship's Serviceman for access into ship's store spaces after normal working hours

Learning objective: Explain the procedures for emergency entry into Group III spaces.

1-41. Emergency entry procedures are included in supply department instructions and should be posted outside which of the following spaces?

1. Group I
2. Group II
3. Group III
4. Group IV

1-42. If the ship's store officer has to enter a Group III space in the absence of the responsible custodians such entry made in the presence of at least how many witnesses?

1. One
2. Two
3. Three
4. Four

1-43. How should the ship's store officer secure a Group III space after he or she has entered it and is ready to secure it?

1. Replace the lock and attach a car seal
2. Replace the lock after changing the combination
3. Replace the lock and add a key-type lock
4. Lock it with a different keyless padlock

1-44. After a Group III space has been entered by the ship's store officer, how long should the witnesses remain thereafter?

1. Until the space is secured
2. Until the responsible custodian returns
3. Until the command duty officer arrives
4. They do not have to remain

1-45. Which of the following actions should be taken by the responsible custodian of a Group III space that was entered under emergency conditions?

1. Reseal the combination and duplicate keys to the dead bolt in separate envelopes and replace them in the ship's store officer's safe
2. Change the combination to the lock
3. Verify the car seal number
4. All of the above

1-46. What individual may enter a Group III space in the presence of two witnesses when an emergency exists and the ship's store officer or responsible custodian is not available?

1. Duty section leader
2. Duty storekeeper
3. Command duty officer
4. Leading Ship's Serviceman

● Questions 1-47 through 1-75 refer to chapter 2 of the text.

Learning Objective: Identify practices and procedures applicable to the establishment and operation of the ship's store afloat.

1-47. On a commissioned ship, what action is required by the commanding officer to establish a ship's store?

1. Receive approval from the ship's type commander before establishing the ship's store
2. Send an official letter to the Naval Supply Systems Command informing them the day the ship's store will begin operations
3. Send an official letter to the Navy Resale and Services Support Office informing them the day the ship's store will begin operations
4. Send an official letter to the fleet accounting and disbursing center requesting approval to establish a ship's store

1-48. On a precommissioned ship, a ship's store may be established after which of the following conditions is met?

1. The prospective disbursing officer has reported aboard
2. Approval of the ship's type commander has been received
3. The prospective supply officer has reported aboard
4. Approval for establishment of a ship's store has been received from the Naval Supply Systems Command

1-49. Activities operating within the ship's store must be authorized by what officer?

1. The ship's store officer
2. The supply officer
3. The commanding officer
4. The type commander

1-50. Ship's stores are operated to fulfill which of the following purposes?

1. Provide a source of funds for welfare and recreation
2. Promote morale
3. Provide a source of articles necessary for day-to-day living
4. All of the above

- 1-51. To provide customers with a convenient and reliable source for obtaining the most needed articles, the retail store operator must keep the most popular items in stock at all times using which of the following references?
1. NAVSUP P-487
 2. The list of basic stock items
 3. The ship's Store Afloat Visual Merchandising Guide
 4. The Ship's Store Afloat Catalog
- 1-52. Which of the following individuals is accountable for the operation of the retail store?
1. The retail store operator
 2. The ship's store officer
 3. The leading Ship's serviceman
 4. The disbursing officer
- 1-53. Before you can be assigned responsibilities in the ship's store operation, the ship's store officer is required to perform which of the following actions?
1. Send you to ship's Serviceman C school
 2. Assign responsibilities in writing
 3. Administer a performance test
 4. Update your personal training record
- 1-54. Which of the following operations would be considered a combined responsibility operation?
1. A service activity and bulk storeroom supplying that service activity operated by different persons
 2. A sales outlet and bulk storeroom supplying that sales outlet operated by the same person
 3. A can drink vending machine and bulk storeroom supplying that vending machine operated by different people
 4. All of the above

- 1-55. When a retail store is operated by more than one person, which of the following requirements must be met?

1. Cash should be collected at the end of each shift
2. Inventory should be taken monthly
3. Approval must be obtained from the ship's type commander
4. All of the above

Learning Objective: Explain the general policies that govern the operation of the sales outlets aboard ship.

- 1-56. Purchases made from the sales outlets in the ship's store operation may be used by the purchaser for which of the following purposes?

1. For sale to a friend
2. For the personal use of a friend
3. For the personal use of the purchaser or his or her dependent(s)
4. For barter with another person

- 1-57. Which of the following personnel are NOT authorized to use the ship's store?

1. Foreign service personnel in a foreign port
2. Enlisted Marine Corps personnel en route to duty
3. Public Health Service Personnel on board for training
4. Officers of the Coast Guard on board for training

- 1-58. A third class petty officer comes to the standard Navy clothing store to make a purchase. Which of the following items should NOT be sold to the petty officer?

1. Neckerchief
2. Third class chevron
3. E-7 insignia
4. White service dress jumper

1-59. Sales of ship's store stock and nondistinctive items may be made to merchant ships in distress on a cash basis when the request made by the master of the merchant ship is approved by the commanding officer of the ship that will sell the merchandise.

1. True
2. False

1-60. What officer approves the sale of ship's store stock to personnel aboard foreign ships that are in distress?

1. Fleet commander
2. Type commander
3. Commanding officer
4. Supply officer

1-61. Ship's store or nondistinctive items of clothing stock may be sold to representatives of an official United States Embassy in an isolated overseas location under which of the following conditions?

1. When the items required cannot be obtained elsewhere
2. When the sale is approved by the commanding officer
3. When the normal operation of the ship's store is not impaired by making the sale
4. All of the above

1-62. The hours of operation of the retail or clothing store are prescribed by what officer?

1. Supply officer
2. Commanding officer
3. Ship's store officer
4. Recreational services officer

1-63. The retail or clothing store operator should post the store hours prominently so they are visible from the outside of the store.

1. True
2. False

1-64. What minimum number of hours per week should the retail store be open while the ship is underway?

1. 20 hours
2. 24 hours
3. 42 hours
4. 48 hours

1-65. The retail store should remain open how many minutes past normal closing time to allow the customers to finish shopping in walk-in stores?

1. 20 minutes
2. 15 minutes
3. 10 minutes
4. 5 minutes

1-66. How much time in advance should crew members be notified of changes in store hours?

1. 1 day
2. 7 days
3. 10 working days
4. 30 days

1-67. Which of the following areas would be the BEST place for the retail store operator to post the policy sign regarding authorized customers?

1. On the door leading to the ship's store office
2. Near the quarterdeck area
3. On the ship's store bulletin board
4. Near the cash register in the retail store

Learning Objective: Identify the policies regarding pricing of merchandise in the ship's store afloat. (cont'd)

1-68. Which of the following individuals is responsible for establishing the prices for merchandise sold in the retail store?

1. Retail store operator
2. Ship's store officer
3. Supply officer
4. Commanding officer

1-69. What markup rate, if any, is prescribed for retail items in the ship's store?

1. cost plus 15%
2. Cost plus transportation expenses plus 15%
3. Cost plus 15% rounded off to the next higher nickel
4. None

1-70. The ROM system automatically computes the prescribed markup for all stock items. What individual may override the ROM markup system and enter a different price?

1. The leading Ship's Serviceman
2. The ship's store recordskeeper
3. The ship's store officer
4. Each of the above

1-71. The markup on retail items should be sufficient enough to provide for which of the following expenditures?

1. Markdowns and surveys
2. Operating expenses of the service activities
3. Sales outlet operating expenses
4. All of the above

1-72. What overall maximum percentage of profit is the ship's store authorized to make?

1. 5%
2. 10%
3. 15%
4. 20%

1-73. For what price are standard Navy clothing items sold in the ship's store?

1. Retail price
2. Price prescribed in the standard price list
3. Cost price plus 15%
4. Price established by the Naval Supply Systems Command

1-74. The ROM system will not compute a markup for stock items assigned to which of the following department codes?

1. A1
2. D1
3. D3
4. L1

1-75. What is meant by the term "mark-on"?

1. An amount added to the cost price to arrive at the retail price
2. An increase in the previously established retail price
3. An amount added to the cost of operation items to cover losses by inventory
4. An increase in the previously established cost price

Assignment 2

Textbook Assignment: "Operation of the Sales Outlets (continued)," chapter 2, pages 2-10 through 2-25.

<hr/> <p>Learning Objective: Identify the policies regarding pricing of merchandise in the ship's store afloat. (cont'd)</p> <hr/>		<p>IN ANSWERING QUESTIONS 2-2 THROUGH 2-5, SELECT FROM COLUMN B THE PRICE THAT SHOULD BE CHARGED FOR EACH OF THE SALES LISTED IN COLUMN A.</p>	
		<u>A. SALES</u>	<u>B. PRICES</u>
2-1.	When a mark-on is desired on selected items in the retail store, the retail store operator can only change the price of those items after what action is taken?	2-2. Sales to the commanding officer of ship's store stock for recreational purposes	1. Retail price 2. Cost price 3. Standard price
1.	Inventory is taken of those items by the ship's store officer or designated assistant in the presence of the retail store operator and the retail store operator signs and dates the Retail Price Change, NAVSUP Form 983	2-3. Sales to ships not operating ship's stores, when the transferring ship does not provide a composite recreation fund	4. Mutually agreed-on price
2.	Notification by the ship's store recordskeeper to change the price	2-4. Sales of standard Navy clothing items to authorized customers	
3.	A number is assigned to the Retail Price Change, NAVSUP Form 983, from the Number Control, NAVSUP Form 980	2-5. Sales to merchant ships of ship's store stock	
4.	The bulk storeroom custodian breaks out new merchandise to the retail store		
		<hr/> <p>Learning Objective: Identify the techniques and procedures for effectively displaying merchandise in the sales outlet.</p> <hr/>	

- 2-6. What is the purpose of merchandise displays in the ship's store?
1. To show what is available for order
 2. To make the store look attractive
 3. To facilitate taking inventories
 4. To inform and educate the customer
- 2-7. Customer displays should be changed frequently for which of the following purposes?
1. To stimulate customer interest
 2. To make inventory easier
 3. To make room for breakouts of merchandise
 4. To rotate stock items into the display that were left out
- 2-8. What area of the retail store would be the best place to display large items?
1. On the very top shelf
 2. On a shelf located at eye level
 3. On the ledges in the retail store
 4. On one of the lower shelves
- 2-9. The retail store operator can accomplish which of the following actions to help the customer in selecting what they need?
1. Use a sign to identify new or out-of-stock items
 2. Display merchandise so labels face right side up
 3. Display items so the purpose is obvious
 4. All of the above
- 2-10. Which of the following would be an example of merchandise that is not readily accessible?
1. Soap stocked behind deodorants and hair spray
 2. dungaree trousers stocked near dungaree shirts
 3. Small items stowed on a shelf at eye level
 4. All of the above
- 2-11. If available, ledges in the retail store should be used to store merchandise that cannot fit on the shelves.
1. True
 2. False
- 2-12. Which of the following pairs of items would be a good example of two items of ship's store stock correlated properly in the retail store?
1. Toothpaste stowed near toothbrushes
 2. Perfume stowed near bracelets
 3. Cigarettes stowed near uniform items
 4. Soap stowed near crackers
- 2-13. Decorations are used in the sales outlets for which of the following reasons?
1. To arouse customer interest
 2. To alert customers to coming events
 3. To add to the appearance of the display merchandise
 4. All of the above
- 2-14. What is the maximum time that decorations may remain in a display without being refreshed or changed?
1. 1 month
 2. 2 months
 3. 3 months
 4. 1 week
- 2-15. ROM-generated shelf labels are used in the retail store to eliminate the need for individual price marking.
1. True
 2. False

2-16. Shower shoes do not lend themselves to individual price marking. Where should the price for shower shoes be displayed so the customer knows how much they cost?

1. On a price list posted in the ship's store office
2. On a piece of paper located near the cash register
3. No price needs to be displayed if the retail store operator has a copy of the price list
4. On the bin or shelf holding the shower shoes by use of a sign, price list, or shelf label

2-17. What price marking system should the retail store operator use to display prices on items located in the retail store?

1. Price marker or price tags
2. Grease pencil
3. Crayons
4. Each of the above

2-18. Prices displayed on merchandise in the retail store should only be changed by the operator on the authority of a Retail Price Change, NAVSUP Form 983, approved by what officer?

1. Ship's store officer
2. Supply officer
3. Disbursing officer
4. Commanding officer

Learning Objective: Determine the procedures for using the cash register in the sales outlet.

2-19. Which of the following individuals is/are allowed access to the cash register in the retail store for ringing up sales?

1. The ship's store officer
2. The designated cash collection agent
3. The retail store operator
4. All of the above

2-20. When, if ever, may the cash register in the sales outlet be installed in an area where the customer does not have a view of the amount rung up?

1. When the cash register is installed in a walk-in store
2. When making sales directly from the bulk storeroom
3. When the cash register provides the customer with an itemized receipt
4. Never

2-21. The cash register keys will be in the custody of which of the following individuals?

1. The leading petty officer
2. The sales outlet operator
3. The person making collections
4. The agent cashier

2-22. What action should the sales outlet operator take when the retained cash register tape in the cash register has run out?

1. Continue using the register until the end of the day
2. Remove the detailed tape so it will not jam and continue ringing up sales until cash collections are made
3. Remove the tape and install a new register tape provided by the ship's store officer
4. Contact the ship's store officer or designated cash collection agent and have the tape changed before ringing up any additional sales

2-23. When arranging money in a drawer with less than five compartments, where should you place the personal checks?

1. Underneath the twenties
2. Under the cash tray
3. In a drawer next to the twenties not being used
4. Underneath the ones

2-24. When new bills are placed in the cash register, what action should the cash register operator take to prevent errors in giving change?

1. Place the new bills in a drawer by themselves in the cash register
2. Place the new bills under the ones rolled together
3. Tear a corner off of each new bill
4. Turn the corner up on each new bill

2-25. Most errors involving the cash register occur at which of the following times?

1. When the cash is being collected at the end of the business day
2. When the cash register operator exchanges money with the customer
3. When the cash register operator is placing the change fund in the register
4. When the cash register operator is ringing up sales

2-26. Under what conditions may the cash register operator ring up more than one item at a time on the cash register?

1. When the retail store is very busy
2. When the items are of low cost and can be added together easily in the operator's head
3. When a calculator is available for the cash register operator to use
4. When the cash register is designed to total more than one item at a time

2-27. The customer makes a purchase of \$3 and gives you a \$5 bill for payment. Where should you place the \$5 bill while making change ?

1. On the change plate of the register
2. On the counter near the register
3. In the \$5 compartment OF the cash drawer
4. On the keys of the cash register

2-28. A customer gives you a \$10 bill to pay for merchandise valued at \$7.50. As you give change to the customer, how do you count it?

1. Count up \$2.50 as you take the change from the cash register and count from \$7.50 to \$10.00 as you hand the change to the customer
2. Count up to \$2.50 as you take the change from the cash register and repeat the same count as you hand the change to the customer
3. Count \$7.50 to \$10.00 as you take the change from the cash register and repeat the same count as you hand the change to the customer
4. Count from \$7.50 to \$10.00 as you take the change from the cash register and count up to \$2.50 as you hand the change to the customer

Learning Objective: Identify the procedures for handling ship's store funds in the sales outlets aboard ship.

2-29. Payment for merchandise purchased in the ship's store may be made by which of the following methods?

1. U.S. currency
2. Personal check
3. Traveler's check
4. All of the above

- 2-30. For what amount over the purchase price, if any, may traveler's checks be accepted in the ship's store?
1. \$5
 2. \$10
 3. \$25
 4. None
- 2-31. Which of the following kinds of personal checks is acceptable in the ship's store?
1. A personal check for the amount of purchase only
 2. A personal check for \$5 over the amount of purchase
 3. A two-party check
 4. Each of the above
- 2-32. The sales outlet operator should verify the purchaser's signature and social security number on the personal check with which of the following identification cards?
1. State driver's license
 2. Armed forces identification card
 3. Major credit card
 4. Automatic bank teller card
- 2-33. A change fund is advanced to the sales outlet operator for use as change during the business day. The amount of change fund advanced to the sales outlet operator is determined by what officer?
1. Supply officer
 2. Ship's store officer
 3. Disbursing officer
 4. Commanding officer
- 2-34. What form is signed by the sales outlet operator to receipt for change funds?
1. NAVSUP Form 470
 2. NAVSUP Form 464
 3. NAVCOMPT Form 2114
 4. NAVCOMPT Form 153
- 2-35. When will the sales outlet operator return the funds advanced for change to the person providing the funds?
1. At the end of the month
 2. At the start of the business day
 3. At the close of the business day before the register reading is taken
 4. At the end of each accounting period
- 2-36. All cash refunds on defective merchandise are processed on what form?
1. NAVSUP Form 972
 2. NAVSUP Form 973
 3. NAVSUP Form 977
 4. NAVSUP Form 978
- 2-37. What official must approve all refund vouchers before the customer can receive a cash refund?
1. The sales outlet operator
 2. The ship's store officer
 3. The commanding officer
 4. The leading Ship's Serviceman
- 2-38. What will the sales outlet operator do with the completed refund voucher?
1. Forward it to the ship's store officer for filing
 2. Place it under the cash tray in the cash register until daily collections
 3. Give it to the leading Ship's Serviceman
 4. Ring it up in the cash register and hold it in the cash drawer until collections are made

- 2-39. When a personal check written for purchase in the ship's store is returned due to insufficient funds, what will the ship's store officer do with the check?
1. Reimburse the disbursing officer for the amount of the check from the ship's recreation fund and hold the check in the cash register until it is settled
 2. Reimburse the sales outlet operator for the loss and place the check in the safe in a sealed envelope until it is settled
 3. Reimburse the disbursing officer for the amount of the check from the retail store cash register and hold the check in the register until it is settled
 4. Hold the check in the cash register and file a written report to the Navy Resale and Services Support Office

- 2-40. After what time period is a personal check returned to the ship due to insufficient funds considered uncollectible?

1. 1 year
2. 5 years
3. 6 months
4. 4 months

- 2-41. When a personal check is not settled by the end of the accounting period, what action should the retail store operator take?
1. Request a markdown to zero for the amount of the check from the ship's store officer
 2. Survey the check to the Navy Stock Fund
 3. Include the check on the inventory prelisting
 4. Forward the personal check to the disbursing office for action

- 2-42. ROM users will accomplish which, if any, of the following actions to adjust the accountability of the retail store for losses incurred from dishonored checks?

1. The amount of the checks is surveyed to the Navy Stock Fund on the DD Form 200 and the appropriate survey data is entered in the ROM survey function
2. A separate intrastore transfer is created by ROM users for dishonored checks, breaking back the amount of the checks from the retail store to the bulk storeroom
3. A money value only DD Form 1149 is prepared for dishonored checks and the appropriate expenditure information is entered in the ROM miscellaneous expenditure function
4. None of the above; the loss is absorbed in the cost of retail sales and no action is required by ROM users

- 2-43. When, if ever, is retail merchandise located in the retail store sold at cost price?

1. When group sales are made to troops attached to the ship
2. When making health and comfort issues
3. When bulk sales are made to a ship not operating a ship's store and your ship does not provide that ship a composite recreation fund
4. Never

- 2-44. When payment is not received for bulk sales at the time the merchandise is delivered from the retail store, what action should the retail store operator take?
1. Make a list of the items taken and retain this list under the cash tray in the register until payment is received
 2. List the items taken on a summary NAVSUP Form 973, retain one copy in the cash register under the cash tray until payment is received, and forward the original to the ship's store office
 3. Maintain a copy of the Requisition and Invoice/Shipping Document, DD Form 1149, for bulk sales under the cash tray in the cash register until payment is received
 4. List the items taken on an Inventory Count Sheet, NAVSUP Form 233, retain the blue copy in the cash register under the cash tray, and forward the white, yellow, and pink copies to the ship's store office
- 2-45. ROM users must enter the amount of cash collected from bulk sales in the ROM cash receipt function using what store number?
1. 99
 2. 98
 3. 96
 4. 95
- 2-46. The sale of traveler's checks through the ship's store requires the approval of what officer?
1. Commanding officer
 2. Disbursing officer
 3. Ship's store officer
 4. Supply officer
- 2-47. During normal store hours, where will the retail store operator hold the working stock of traveler's checks?
1. In an empty cash drawer in the cash register
 2. Under the cash tray in the cash register
 3. Under the counter within reach from the cash register
 4. Stowed securely in a three-combination safe
- 2-48. What is the minimum amount of sale of traveler's checks the retail store operator can make to one customer?
1. \$100
 2. \$50
 3. \$25
 4. \$5
- 2-49. You have just sold traveler's checks to one customer with a face value of \$600. What total amount should you collect from the customer?
1. \$601.98
 2. \$604.02
 3. \$606.00
 4. \$612.00
-
- Learning Objective: Identify the procedures for collecting cash in the retail store.
-
- 2-50. What individual is responsible for collecting and depositing funds received from sales in the ship's store?
1. Ship's store officer
 2. Disbursing officer
 3. Supply officer
 4. Commanding officer
- 2-51. How often will cash be counted and collected in the retail store when locked moneybags and a night depository safe are not used?
1. Monthly
 2. Weekly
 3. Twice a week
 4. Daily

- 2-52. All cash including change funds will be collected from the retail store at which of the following times?
1. At the end of each accounting period
 2. When the retail store is closed for 72 hours or more
 3. When the ship's store officer is relieved
 4. All of the above
- 2-53. How will the person making collections compute the total cash that should be collected?
1. Current register reading plus the previous day's register reading minus any change fund
 2. Current register reading plus change fund minus the previous day's register reading
 3. Current register reading minus the previous day's register reading minus any change fund
 4. Current register reading minus previous day's register reading plus the change fund
- 2-54. When the retail store operator is delivering all cash including change funds to the cash collection agent, how often, at a minimum, should the cash collection agent take the register readings?
1. Once weekly
 2. Twice weekly
 3. Three times weekly
 4. Every day

- 2-55. When moneybags are issued to the retail store operator, they have two keys that come with each bag. One is retained by the retail store operator. What happens to the other key?
1. Retained by the supply officer in a duplicate key locker
 2. Kept in a sealed envelope in the ship's store officer's safe
 3. Retained in the personal custody of the person making collections
 4. Exchanged each duty day by the offgoing and oncoming duty supply officers
- 2-56. The combination to the night depository safe is known by which of the following individuals?
1. Disbursing officer
 2. Ship's store officer
 3. The designated cash collection agent
 4. Both 2 and 3 above
- 2-57. When using the night depository safe, the person making collections will take the cash register readings at what time?
1. At the close of business the day the deposit is made
 2. At the close of business the following day
 3. Before the start of business the following day
 4. Before the end of the week
- 2-58. A change fund of over \$50 may be left in the cash register overnight if approved by what officer?
1. Disbursing officer
 2. Ship's store officer
 3. Type commander
 4. Commanding officer

Learning Objective:
the documents used by the sales outlet operator to account for cash collected in the ship's store.

- 2-59. The Cash Receipt Book, NAVSUP Form 470, for the retail store is kept in the custody of what individual?
1. The ship's store officer
 2. The cash collection agent
 3. The disbursing officer
 4. The retail store operator
- 2-60. How often is the ship's store officer required to compare the amounts entered in the Cash Receipt Book, NAVSUP Form 470, with the amounts entered in the ROM system?
1. Daily
 2. Twice a week
 3. Once a week
 4. Monthly
- 2-61. When an error is made in the cash receipt book, what should be done to correct it?
1. Draw a line through the error, write the correct information above the error, and both the sales outlet operator and the person making collections initial the line-out
 2. Draw a line through the entire line, write the correct information in the following space, and both the sales outlet operator and the person making collections initial the line-out
 3. Draw a line through the entire line, write the correct information above it, and both the sales outlet operator and the person making collections initial the line-out
 4. Erase the entire error and enter the correct information
- 2-62. What is the disposition of the Overring/Refund voucher, NAVSUP Form 972, once the retail store operator gives it to the person making collections?
1. The amount of the overring/refund voucher is entered in the cash receipt book for information purposes only and the NAVSUP Form 972 is stapled to the applicable page of the NAVSUP Form 470
 2. The Overring/Refund Voucher, NAVSUP Form 972, is disposed of once a separate entry is made in both the NAVSUP Form 470 and NAVSUP Form 469 and is included in the total cash collections for the month
 3. A separate entry is made in both the NAVSUP Forms 469 and 470 and the Overring/Refund Voucher, NAVSUP Form 972, is stapled to the applicable page of the NAVSUP Form 469; the amount of the overring/refund voucher is not included in the total collections for the month
 4. The overring/refund voucher is entered in the Cash Register Record, NAVSUP Form 469, for information purposes and then turned over to the disbursing officer for filing
- 2-63. At the end of the month, the sales outlet operator will total up the amounts in the Cash Receipt Book, NAVSUP Form 470. The total figure computed by the sales outlet operator must match the total figure shown on what form?
1. NAVSUP Form 464
 2. NAVSUP Form 469
 3. NAVSUP Form 977
 4. NAVSUP Form 978

2-64. When the person making collections is the cash collections agent, the ship's store officer will review the cash receipt book for each sales outlet at least how often?

1. Monthly
2. Weekly
3. Twice a week
4. Daily

Learning Objective: Identify the general procedures followed when theft or fraud occurs in the ship's store operation.

2-65. To prevent theft in a walk-in retail store, the retail store operator should take which of the following precautions?

1. Keep a close watch on customers
2. Allow only a limited number of customers in the retail store at a time
3. Do not allow customers to shop in the retail store wearing heavy jackets
4. All of the above

2-66. After a ship's store space has been broken into, it is reported to the commanding officer and an informal investigation is made for what purpose?

1. To determine who is responsible for the theft
2. To reveal the extent of the loss
3. To determine what structural damage was done
4. To use the findings as evidence in the event of a court-martial

2-67. When can a ship's store space be reopened for business after being broken into?

1. After the person responsible for the breakin is captured
2. After all disciplinary action as required by the UCMJ is resolved
3. After inventory is accomplished and accountability reestablished
4. After an action report is received by the commanding officer from the Naval Supply Systems Command

2-68. Which of the following examples of mishaps in the ship's store operation would be considered fraud?

1. The ship's store officer changes the ship's store afloat financial control record and supporting documents to conceal a large loss in the retail store
2. The leading Ship's Serviceman steals an expensive watch during a working party and reports to the ship's store officer that the working party stole it
3. The retail store operator is not ringing up all sales in the retail store and is placing the excess amount of money in his or her pocket
4. All of the above

2-69. After the commanding officer receives a report of fraud in the ship's store operation, he or she will direct the ship's store officer to conduct an informal examination.

1. True
2. False

Learning Objective: Identify the general procedures used for inventorying and restocking the sales outlet. (cont'd)

2-70. Physical inventory is taken in the retail store at which of the following times?

1. When the retail store operator is relieved
2. At the end of each accounting period
3. When directed to do so by higher authority
4. All of the above

2-71. What individual is responsible for the inventory in the sales outlets?

1. The ship's store officer
2. The leading Ship's Serviceman
3. The sales outlet operator
4. The ship's store recordskeeper

2-72. When sufficient personnel are not available for inventory, how many persons may be assigned to each inventory team?

1. One
2. Two
3. Three
4. Four

2-73. Which of the following individuals may NOT be assigned to an inventory team?

1. An E-6 Storekeeper (SK)
2. The ship's store officer
3. The ship's store recordskeeper
4. An E-7 Mess Management Specialist (MS)

2-74. The inventory layout sketch for one of the sales outlets will show which of the following information?

1. Personnel assignments
2. Fixture numbers
3. Stock arrangements
4. All of the above

2-75. The layout sketch for each sales outlet is prepared by what individual?

1. The sales outlet operator
2. The ship's store officer
3. The leading Ship's Serviceman
4. The ship's store recordskeeper

Assignment 3

Textbook Assignment: "Operation of the Sales Outlets (continued)," chapter 2, pages 2-25 through 2-34, and "Stowage," chapter 3, Pages 3-1 through 3-12.

- Questions 3-1 through 3-36 refer to chapter 2 of the text.

Learning Objective: Identify the general procedures used for inventorying and restocking the sales outlet. (cont'd)

- 3-1. Before the actual inventory counting begins, the sales outlet operator should accomplish which of the following tasks?
1. Prelist the space being inventoried
 2. Stack all merchandise neatly
 3. Arrange similar items together
 4. All of the above
- 3-2. What reference should the retail store operator use as a guide when preparing stock requirements for the retail store?
1. Basic stock list
 2. NAVSUP P-485
 3. Ship's Store Contract Bulletin
 4. Ship's Store Afloat Catalog
- 3-3. Within what temperature range should the retail store be kept to protect perishable items?
1. 70°F to 75°F
 2. 65°F to 70°F
 3. 60°F to 65°F
 4. 55°F to 60°F

- 3-4. What individual approves the sanitation requirements for each of the sales outlets?

1. The commanding officer
2. The senior member of the medical department
3. The leading Ship's Serviceman
4. The ship's store officer

Learning Objective: Identify the procedures used for the proper operation of the vending and amusement machines.

- 3-5. The cash from the vending machine should be collected at which of the following times while the ship is in port?
1. Daily and on weekends when the volume of business exceeds \$150
 2. Before making repairs to the coin mechanism or the vending machine
 3. On the last business day of the month when it falls on a weekend or holiday
 4. All of the above
- 3-6. The quantity of canned drinks in the custody of the vending machine operator is determined at what frequency?
1. Weekly
 2. Monthly
 3. Quarterly
 4. Annually

3-7. During the daily collections of the vending machine, the meter reading was 10295. If the previous meter reading was 09956 and the selling price per can was raised from 35 cents to 40 cents at the time of the last collection, how much cash should be collected from the vending machine?

1. \$115.60
2. \$118.65
3. \$135.60
4. \$148.60

3-8. The vending machine operator should be issued money boxes for use in the vending machines by what individual?

1. The person responsible for making collections
2. The disbursing officer
3. The leading Ship's Serviceman
4. The supply officer

3-9. The key that locks the money box into the vending machine will be kept by what individual?

1. The ship's store officer
2. The cash collection agent
3. The disbursing officer
4. The vending machine operator

● In answering question 3-10, refer to the information in the following paragraph.

You are the vending machine operator on a large ship and you are delivering the locked money box to the person making collections. The vending machine from which you removed the money box is not equipped with a meter or cash totalizer and you must compute the number of cans you sold. At the time of the last collection there were 112 cans in the vending machine. At the time of collection there are 95 cans in the vending machine and you placed 750 cans in the machine since the last collection.

3-10. How many cans did you sell since the last collection?

1. 543
2. 733
3. 767
4. 957

3-11. When the ship's store officer or cash collection agent is not aboard to accept the locked money box and a night depository safe is not available, the vending machine operator will turn the locked money box over to the supply department duty officer or another commissioned officer for safekeeping. Each time the vending machine operator delivers a locked money box to the duty officer, what action must be taken?

1. The locked money box and meter reading are turned over to the duty officer, all cash is counted and verified, and a cash receipt is received by the vending machine operator
2. The money box and the keys to the money box are turned over to the duty officer, but the cash is not counted
3. The locked money box and meter reading are turned over to the duty officer, and an entry is made in the money box log and signed by the vending machine operator and the duty officer
4. The locked money box is turned over to the duty officer for safekeeping without signing for or counting the money

3-12. How are amusement machines aboard ship acquired by the ship's store officer?

1. Purchased through a NAVRESSO Bulletin
2. Leased from the contractor
3. Purchased using a special DD Form 1155
4. Purchased through the supply center using OPTAR funds

3-13. The amusement machine money box is secured using a keyless combination lock and which of the following items?

1. A restraining bar
2. A lead car seal
3. A key-type padlock
4. A dead bolt lock

Learning Objective: Identify the procedures used by the operator when servicing and caring for the vending machine.

3-14. What are the two primary jobs of the vending machine operator?

1. Filling and repairing the vending machine
2. Taking care of customer complaints and repairing the vending machine
3. Filling the vending machines and taking care of customer complaints
4. Repairing and collecting money from the vending machines

3-15. What is the primary purpose of timely schedules for refilling the vending machines?

1. To increase profits
2. To ensure maximum rotation of products
3. To ensure canned sodas are cold at all times
4. To ensure a continuous supply of products and services

3-16. What action should the vending machine operator take to keep track of the canned sodas placed in each vending machine in a separate responsibility operation?

1. Keep a daily record posted in the back of the soda storeroom to account for the canned sodas put in each machine
2. Carry a memorandum book with you at all times and list the quantity of canned sodas placed in each machine daily
3. Maintain a daily record placed on the inside of each vending machine indicating the date, type, and quantities of canned sodas placed in each vending machine
4. Fill out an Intra-Store Transfer Data, NAVSUP Form 973, each time sodas are placed in a vending machine including the date, type, and quantity of canned sodas placed in each vending machine

IN ANSWERING QUESTIONS 3-17 THROUGH 3-20, SELECT FROM COLUMN B THE PROBABLE CAUSE FOR THE PROBLEM LISTED IN COLUMN A.

	A. PROBLEMS	B. PROBABLE CAUSES
3-17.	A vending machine accepts a customer's \$.50, but the customer does not get any change back even though the price of the canned soda is \$.40	1. Products were stacked in the wrong slot 2. The sold-out light is inoperative 3. The change light is inoperative 4. The coin changer is dirty
3-18.	A customer receives a product other than the one selected	
3-19.	A customer places money in the vending machine, but it does not register because it gets stuck in the coin mechanism	
3-20.	Customer places money in the vending machine; the money is accepted but when the customer pushes the selection button nothing comes out	
3-21.	To make the job of cleaning under and around the vending machine easier, the vending machine itself should be mounted on a stand so it is about how many inches off the deck?	1. 10 inches 2. 12 inches 3. 3 inches 4. 6 inches

3-22. A cleaning record should be maintained on the inside of each vending machine by the operator. This record should be kept current for how many days?

1. 60 days
2. 30 days
3. 15 days
4. 10 days

Learning Objective: Identify the procedures for operating the snack bar aboard ship.

3-23. What is the primary objective of the snack bar aboard ship?

1. To promote morale
2. To provide profits to the recreation fund
3. To provide crew members with a convenient place to go for snacks after normal working hours
4. To give the best possible service to the greatest number of customers

3-24. In determining the type of service to be rendered by the snack bar aboard ship, you must consider the availability of which of the following factors?

1. Equipment and space only
2. Space and personnel only
3. Personnel, time, and equipment only
4. Time, personnel, space, and equipment

3-25. What is the operating goal for the snack bar?

1. A 35 percent markup over the cost of the items sold
2. The amount of money needed to purchase new supplies
3. The desired gross profit percent
4. The gross amount of sales anticipated for the accounting period

3-26. The operating goal for the snack bar is established by what individual?

1. The ship's store officer
2. The supply officer
3. The commanding officer
4. The snack bar operator

● In answering question 3-27, refer to the information in the following paragraph.

You are determining the selling price for ice cream in the snack bar. The cost of selling the ice cream is \$1.20. The desired profit margin for the snack bar is 35%.

3-27. What should the selling price for the ice cream be?

1. \$1.85
2. \$1.70
3. \$1.65
4. \$1.60

3-28. The Production Record, NAVSUP Form 241, is maintained to determine the cost per portion of those items manufactured in the snack bar. What individual maintains the NAVSUP Form 241?

1. The office recordskeeper
2. The cash collection agent
3. The leading Ship's Serviceman
4. The snack bar operator

3-29. How often will the ship's store officer check the NAVSUP Form 241?

1. Every time inventory is taken in the snack bar
2. Each accounting period
3. Monthly
4. Weekly

3-30. The value of retail items sold in the snack bar must be computed at what minimum frequency?

1. Each accounting period
2. Monthly or as required
3. Weekly
4. Daily

3-31. All cash collected from the snack bar is included and recorded with the sales from the retail store.

1. True
2. False

3-32. When the snack bar is operated by more than one person, how often will cash be collected?

1. At the end of each accounting period
2. Monthly
3. At the end of each shift
4. Twice weekly

3-33. How often should a representative from the medical department aboard ship inspect the snack bar for sanitation and cleanliness?

1. Once every 2 weeks
2. Daily
3. Monthly
4. Weekly

3-34. Once the operator of the snack bar receives his or her initial physical examination, how often thereafter is he or she required to receive another physical?

1. Annually
2. Every 6 months
3. Each accounting period
4. Monthly

3-35. Utensils used for serving ice cream or frozen desserts must be kept in running water or water maintained at what temperature in between servings?

1. 200°F
2. 180°F
3. 160°F
4. 130°F

- 3-36. Once the equipment used to manufacture ice cream is cleaned and disinfected, the interior parts of the machine that come in contact with the ice cream can only be touched by the operator's hands at which of the following times?
1. When taking it apart to clean it
 2. In between servings
 3. When adding additional mix
 4. All of the above
- Questions 3-37 through 3-72 refer to chapter 3 of the text.

Learning Objective: Determine the general duties and responsibilities of the bulk storeroom custodian.

- 3-37. The responsibility for effectively arranging stock in the ship's store storerooms begins with what individual?
1. The commanding officer
 2. The ship's store officer
 3. The leading Ship's Serviceman
 4. The person in charge of the storeroom
- 3-38. The bulk storeroom custodian is responsible to what individual for the stock in the bulk storeroom?
1. Retail store operator
 2. Office supervisor
 3. Ship's store officer
 4. Ship's store recordskeeper
- 3-39. During the receipt of material, the bulk storeroom custodian will accept responsibility and custody for materials received once he or she performs which of the following actions?
1. Signs and dates the dealer's bill
 2. Signs the receipt document
 3. Signs the letter of assignment
 4. Changes the padlock combination to the bulk storeroom

- 3-40. The responsibilities of the bulk storeroom custodian are assigned in writing by what individual?
1. The leading Ship's Serviceman
 2. The commanding officer
 3. The supply officer
 4. The ship's store officer
- 3-41. Stowing materials in the bulk storeroom not in the custody of the bulk storeroom custodian is acceptable under which of the following conditions?
1. Just before deployment overseas
 2. When the storeroom is not being inventoried
 3. When stowage space is limited for one of the other supply divisions
 4. When an emergency exists and the commanding officer authorizes it in writing
- 3-42. What is the primary responsibility of the bulk storeroom custodian?
1. Proper stowage, security, financial accountability, receipt, and expenditure of all stock in the bulk storeroom
 2. Protection of stores from damage or deterioration
 3. Arranging stock for breakouts and inventories
 4. Issuing stock to the retail stores
- 3-43. How should the storerooms be numbered on a ship with 10 or more bulk storerooms?
1. By department code number
 2. By compartment and frame number
 3. In numerical sequence
 4. By commodity number

Learning Objective: Identify procedures used for maintaining financial accountability for material in the custody of the bulk storeroom custodian.

3-44. The primary factor that contributes to inventory shortages or overages in the bulk storeroom is lack of internal checks and controls.

1. True
2. False

3-45. What should the bulk storeroom custodian NEVER do when receiving material into the bulk storeroom?

1. Physically inspect the merchandise for quality and damage
2. Make sure the quantity received is the same as shown on the receipt document
3. Change the quantity shown on the receipt document when it is not the same as the quantity counted
4. Sign and date the accountability stamp on the receipt document without counting the merchandise

3-46. When receiving stock into the bulk storeroom, the custodian will obtain the retained receipt documents from which of the following files?

1. The outstanding purchase order file
2. The incoming material file
3. The receipt inspector's file
4. The accountability file

3-47. What action will the bulk storeroom custodian take to accept merchandise receipts?

1. Circle the quantity received on the receipt document and sign and date the received block
2. Circle the quantity received on the receipt document and sign the accountability stamp
3. Check the quantities received and place initials by each check
4. Sign the accountability stamp only

3-48. While the working party is moving materials from the pier to the bulk storeroom, which of the following personnel is/are authorized inside the bulk storeroom?

1. All personnel on the working party
2. The leading Ship's Serviceman
3. Only those personnel authorized by the bulk storeroom custodian
4. The receipt inspector

3-49. What action should the bulk storeroom custodian take when the quantity he or she counted is not the same as shown on the receipt document?

1. Cross out the quantity shown on the receipt document, initial it, and enter and circle the actual amount received
2. Circle the quantity shown on the receipt document; the office will take care of the shortage
3. Circle the quantity shown on the receipt document and write the actual amount received above it
4. Leave the receipt document blank until the ship's store officer recounts the merchandise

3-50. When may the bulk storeroom custodian use the quantity indicated on the outside of the container as his or her count?

1. When the case has been opened
2. When the case has been opened but taped shut
3. When the case has not been previously opened
4. Both 2 or 3 above

3-51. What ship's store term is used to describe the movement of retail items from the bulk storeroom to the retail store?

1. Breakout
2. Breakback
3. Issue
4. Transfer

- 3-52. Which of the following items would be issued from the bulk storeroom?
1. Cigarettes for the cigarette machine
 2. Snack bar ingredients
 3. Repair parts for the can drink machine
 4. Retail items for the retail store
- 3-53. What ship's store term is used to describe the movement of stock from the sales outlet to the bulk storeroom?
1. Breakout
 2. Breakback
 3. Issue
 4. Transfer
- 3-54. What portion(s) of the Intra-Store Transfer Data, NAVSUP Form 973, is/are given to the bulk storeroom custodian to move stock from the bulk storeroom to the retail store?
1. Original only
 2. Original and duplicate only
 3. Original, duplicate, and triplicate only
 4. Original, duplicate, triplicate, and quadruplicate
- 3-55. What action will the bulk storeroom custodian take once he or she has broken out the merchandise and recorded the quantities broken out on the breakout document?
1. Sign and forward the original to the receiving custodian
 2. Sign and forward the original and all copies to the ship's store officer
 3. Sign and forward the original to the office recordskeeper
 4. Sign and forward the quadruplicate to the office recordskeeper

- 3-56. What portion of the NAVSUP Form 973 is retained by the bulk storeroom custodian for his or her records?
1. Original
 2. Duplicate
 3. Triplicate
 4. Quadruplicate
- 3-57. What scenario can the bulk storeroom custodian expect to encounter if a discrepancy is noted between quantities broken out and quantities received?
1. Conduct an inventory of all items located in the receiving person's space
 2. Conduct an inventory of the item discrepancy in the bulk storeroom and compare it to the inventory quantities on the corresponding Stock Record, NAVSUP Form 464
 3. Survey the items missing, charging the Navy Stock Fund
 4. Mark the items missing down to zero, charging Ships' Store Profits, Navy

Learning Objective: Identify the purpose of and procedures for conducting spot check inventories aboard ship and explain the procedures for handling tax-free tobacco products.

- 3-58. What is the purpose of taking spot check inventories in the bulk storeroom?
1. To make sure inventory count sheets are correct
 2. To see what merchandise needs to be ordered
 3. To see if there is any difference between the quantity of stock in the bulk storeroom and the quantity shown on the NAVSUP Form 464
 4. To make sure the ship's store does not have an excess inventory on any ship's store items

3-59. When will the ship's store officer conduct spot check inventories?

1. Daily
2. Weekly
3. Monthly
4. At unannounced times

3-60. What are the procedures normally used for taking spot check inventories?

1. The bulk storeroom custodian indicates the balance on hand of each item on the Intra-Store Transfer Data, NAVSUP Form 973, after a breakout or issue
2. The bulk storeroom custodian will receive a locally prepared spot check inventory sheet from the ship's store officer and count the items listed on it
3. A two-count inventory is conducted with one person counting and one recording
4. The ship's store officer selects certain items, enters them on an Inventory Count Sheet, NAVSUP Form 238, and counts them

3-61. Tax-free tobacco products may be sold in the ship's store only when the ship is in what location?

1. Outside the 3-mile limit of the United States
2. In international waters
3. Inside a United States port
4. Inside the 3-mile limit of the United States

3-62. In addition to the normal ship's store inventory cycles, how often should tax-free cigarettes be inventoried?

1. When departing the 3-mile limit of the United States only
2. When arriving within the 3-mile limit of the United States only
3. When arriving within a CONUS port only
4. When departing from or arriving within the 3-mile limit of the United States

3-63. Tax-free tobacco products must be removed from the retail store while the ship is in a United States port. An exception to this rule would be when time does not warrant moving the products and the ship's stay in port does not exceed how many days?

1. 5 days
2. 10 days
3. 15 days
4. 30 days

3-64. Tax-free tobacco products need not be inventoried when the ship arrives within the 3-mile limit of the United States if the tax-free tobacco products are stowed in a storeroom secured by replacing the lock and attaching a numbered car seal. The above procedure is authorized at the discretion of the commanding officer when the ship is scheduled to depart beyond the 3-mile limit of the United States within what maximum time period?

1. 1 day
2. 5 days
3. 3 days
4. 15 days

Learning Objective: Identify the procedures and regulations used to properly stow ship's store stock. (cont'd)

- 3-65. The stowage plans for the bulk storeroom should be flexible for which of the following purposes?
1. To provide for changing conditions and requirements
 2. To make sure space is used to the maximum capacity
 3. To prevent damage to stock
 4. To prevent overstocking the storeroom
- 3-66. Your ship should begin planning for the stowage of ship's store stock within what range of months before a scheduled deployment?
1. 1 to 3 months
 2. 2 to 4 months
 3. 3 to 5 months
 4. 4 to 6 months
- 3-67. Which of the following factors will help you in determining a suitable location to stow stock?
1. Size of the storeroom
 2. Storeroom location
 3. The characteristics of the storeroom
 4. All of the above
- 3-68. What individual is responsible for preparing safety precautions for the bulk storeroom?
1. The bulk storeroom custodian
 2. The office recordskeeper
 3. The ship's safety officer
 4. The ship's store officer
- 3-69. What part of your body should you use to lift an object?
1. Your back
 2. Your arms
 3. Your shoulders
 4. Your legs
- 3-70. Which of the following actions should you avoid while carrying a load?
1. Carrying the load so you have a clear view over the top of the load
 2. Changing directions while moving the load by moving your feet
 3. Changing your grip while carrying the load
 4. Facing the spot where you are going to-set the object down
- 3-71. In what priority should the bulk storeroom custodian issue stock from the bulk storeroom?
1. First in--first out
 2. First in--last out
 3. Last in--first out
 4. Issue the stock that is easily accessible
- 3-72. When the bulk storeroom custodian receives highly perishable stock into the bulk storeroom, what date should be marked on each case?
1. Manufacturer's date
 2. Date of the purchase order
 3. Receipt date
 4. Shipping date

Assignment 4

Textbook Assignment: "Stowage (continued)," chapter 3, pages 3-12 through 3-16; "Barbershop Service," chapter 4, pages 4-1 through 4-7; and "The Ship's Laundry," chapter 5, pages 5-1 through 5-2.

- Questions 4-1 through 4-33 refer to chapter 3 of the text.

Learning Objective: Identify the procedures and regulations used to properly stow ship's store stock. (cont'd)

- 4-1. What publication or instruction is used by the bulk storeroom custodian to determine the manufacture date code on a case of stock?

1. NAVSUP P-485
2. NAVRESSOINST 4067.4
3. NAVSUP P-487
4. NAVRESSO Publication 81

- In answering question 4-2, refer to the following paragraph and figure 4A.

You are the bulk storeroom custodian and you currently have three full cases of Baby Ruth candy bars in your storeroom. The first case was received on 1 April 1990 with a manufacture date of 10 March 1990. The second case was received on 1 May 1990 with a manufacture date of 1 March 1990. The third case was received 1 February 1990 with a manufacture date of 15 January 1990. While you are deployed, you receive an additional three cases of Baby Ruth candy bars during an underway replenishment on 15 June 1990. These three additional cases all have a manufacture date of 8 January 1990.

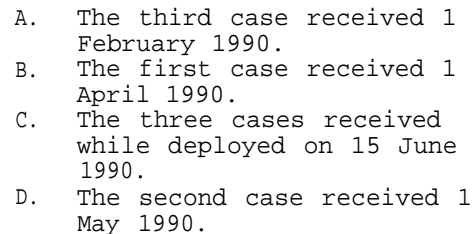
- 
- A. The third case received 1 February 1990.
 - B. The first case received 1 April 1990.
 - C. The three cases received while deployed on 15 June 1990.
 - D. The second case received 1 May 1990.

Figure 4A

- 4-2. Figure 4A lists the cases of Baby Ruth mentioned in the paragraph, but not necessarily in the order in which they should be issued. In what order should the bulk storeroom custodian issue the cases of Baby Ruth?

1. A, B, D, C
2. A, C, B, D
3. C, A, D, B
4. C, D, A, B

- 4-3. The bulk storeroom custodian may have difficulty gaining access to stock located in the bulk storeroom if he or she performs which of the following actions?

1. Stows items with similar handling requirements together
2. Stows items with a recurring demand by the entrance to the bulk storeroom
3. Stows an item of large quantity in one storeroom rather than two or more storerooms
4. Stows 1 case of one type of item behind 10 cases of another type of item in the same stowage bin

Learning Objective: Identify the correct procedures for arranging stock in the bulk storeroom.

- 4-4. How should the bulk storeroom custodian arrange the stock in the bulk storeroom?
1. Container labels facing out and cases arranged by item, brand name, and date of receipt or manufacture
 2. Container labels facing sideways with the date of receipt or manufacture date showing on the outside
 3. Container labels facing out with the date of receipt or manufacture indicated on the top of the case
 4. Container labels facing inward and arranged by date of receipt
- 4-5. What type of stock items should be stowed in areas easily accessible to the custodian of the bulk storeroom?
1. Items that are similar
 2. Popular items
 3. Slow-moving items
 4. Breakable items
- 4-6. What stock item should be stowed in areas that provide a balance between required handling and accessibility?
1. Hair spray
 2. 50-pound laundry sour
 3. Dial deodorant
 4. Bath soap
- 4-7. What type(s) of stock items should be stowed together to make the job of issuing and controlling these items easier?
1. Popular items
 2. Similar items
 3. Slow-moving items
 4. Light and heavy items

- 4-8. When conditions in the bulk storeroom allow the positioning of an aisle between the items being stowed, how wide should this aisle be?

1. 5 feet
2. 2 feet
3. 2 ½ feet
4. 3 ½ feet

- 4-9. You have just received a large quantity of one stock item. When conditions allow, how many storerooms should this stock item be stowed in?

1. One storeroom
2. Two storerooms
3. Three storerooms
4. Four or more storerooms

- 4-10. Fragile material should be stowed in which of the following locations in the bulk storeroom?

1. In a separate location, using empty cardboard carton strips to fill in unused space
2. In the same location as heavy material
3. In the angle irons on the sides of the ship
4. On the deck gratings in the rear of the storeroom

Learning Objective: Explain the procedures for maintaining the material condition of the bulk storeroom.

- 4-11. The custodian of the bulk storeroom should notify which of the following individuals when there are damaged or deteriorated items located in the bulk storeroom?

1. The supply officer
2. The ship's store recordskeeper
3. The custodian's supervisor
4. The retail store operator

4-12. The cleaning and maintenance of the bulk storeroom is the responsibility of what individual?

1. The damage control petty officer
2. The custodian
3. The receipt inspector
4. The retail store operator

4-13. How often should the bulk storeroom be cleaned and swept?

1. Daily
2. Twice weekly
3. Weekly
4. Monthly

4-14. How often should the custodian examine electrical systems in the bulk storeroom?

1. Daily
2. Weekly
3. Monthly
4. Bimonthly

4-15. How often should the ship's store officer inspect the bulk storeroom?

1. Each business day
2. Twice weekly
3. Weekly
4. During the monthly zone inspection

4-16. When the ship is expecting to get underway, the custodian of the bulk storeroom should notify what individual once the storeroom is prepared for sea?

1. The ship's store officer
2. The custodian's supervisor
3. The supply officer
4. The officer of the deck

4-17. When possible, how often should the bulk storeroom custodian ventilate the bulk storeroom to permit good air circulation?

1. Daily
2. Weekly
3. Monthly
4. Once per accounting period

Learning Objective: Explain the procedures and precautions used for stowing materials that require special handling.

4-18. When stowing stock with special handling requirements, which of the following factors should the custodian consider?

1. Hazards to personnel or facilities
2. Shelf life so the oldest stock is issued first
3. Temperature control to prevent deterioration
4. All of the above

4-19. The requirements for stowage of dangerous, semisafe, and safe materials are contained in which of the following publications?

1. Hazardous Material Identification System (HMIS) List, DOD 6050.5
2. Afloat Supply Procedures, NAVSUP P-485
3. Food Service Management Manual, NAVSUP P-486
4. Ship's Store Afloat, NAVSUP P-487

4-20. Which of the following categories of materials must be stowed in the paint and flammable liquids storeroom?

1. Safe only
2. Safe and semisafe
3. Dangerous and safe
4. Dangerous and semisafe

4-21. What atmospheric condition in your storeroom may cause pinholing in canned products?

1. High temperature
2. Low humidity
3. Low temperature
4. High humidity

- 4-22. What is the maximum closed cup flash point a product can have to be classified a flammable item?
1. 100°F
 2. 160°F
 3. 200°F
 4. 220°F
- 4-23. What publication lists authorized ship's store items that are classified as flammable stock?
1. NAVRESSO Pub 90
 2. NAVRESSO Pub 43
 3. NAVSUP P-487
 4. NAVSUP P-486
- 4-24. Flammable stock stowed in the retail store should be limited to how many days' sales?
1. 30 days
 2. 60 days
 3. 3 days
 4. 15 days
- 4-25. How should you arrange standard Navy clothing stock in the bulk storeroom?
1. By manufacture date
 2. By size in stock number order
 3. By purchase order number
 4. By style number
- 4-26. What is the ideal temperature for storerooms where food products are stowed?
1. 60°F
 2. 65°F
 3. 70°F
 4. 75°F
- 4-27. When you are stowing cookies or crackers in your storeroom, they will become stale rapidly when the storeroom humidity percentage is greater than what amount?
1. 50%
 2. 75%
 3. 80%
 4. 85%
- 4-28. What is the maximum recommended stowage (a) temperature and (b) humidity for chocolate?
1. (a) 65°F (b) 75%
 2. (a) 65°F (b) 50%
 3. (a) 70°F (b) 50%
 4. (a) 70°F (b) 75%
- 4-29. Which of the following types of candy is more affected by high humidity than by temperature?
1. Chocolate candy
 2. Nonchocolate candy
 3. Nougat
 4. Fudge
- 4-30. What date is used by the custodian to determine the order in which photographic film should be issued from the bulk storeroom?
1. Receipt date
 2. Order date
 3. Manufacture date
 4. Expiration date
- 4-31. When cigarettes are stowed in the bulk storeroom, the temperature in the storeroom should not exceed what amount?
1. 60°F
 2. 65°F
 3. 70°F
 4. 75°F
- 4-32. What is the recommended way to stow canned drinks to prevent them from falling while the ship is underway in high seas and at the same time to provide good air circulation?
1. Cross stack them
 2. Stack them so they are at least 3 feet from the overhead
 3. Secure them on pallets or deck grating with battens
 4. Stack them together tightly, bulkhead to bulkhead
- 4-33. What causes secondary damage in a stack of canned drinks?
1. Damaged and/or leaky cans or cases left in the stack
 2. High temperature
 3. High humidity
 4. Cold ventilation

- Questions 4-34 through 4-69 refer to chapter 4 of the text.

Learning Objective: Explain the organization and administration of the afloat barbershop.

- 4-34. The overall responsibility for the administration and operation of the afloat barbershop rests with what individual?
1. The retail store operator
 2. The supply officer
 3. The barbershop supervisor
 4. The leading Ship's Serviceman
- 4-35. Services provided in the barbershop should include which of the following?
1. Regular haircut
 2. Afro haircut
 3. Tonic
 4. All of the above
- 4-36. What is the primary purpose of the afloat barbershop?
1. To provide haircuts to every crew member before an inspection
 2. To provide input to the Navy on personal grooming standards
 3. To provide the desired haircut of each individual
 4. To provide a regulation haircut to maintain the smart appearance of Navy men and woman
- 4-37. As a barber, you should become familiar with the Navy grooming standards contained in what publication?
1. Navy Customer Service Manual, NAVEDTRA 10119
 2. Ship's Store Afloat, NAVSUP P-487
 3. Navy Regulations, 1973 NAVPERS 15665
 4. Standard Organization and Regulations of the U.S. Navy, OPNAVINST 3120.32
- 4-38. To maintain a high quality of service in the barbershop, you must become familiar with the standards of service the barbershop should provide to customers. What publication or instruction will the barber use to learn the barbershop standards of service?
1. NAVEDTRA 10119-B
 2. OPNAVINST 3120.32
 3. NAVPERS 15665
 4. NAVSUP P-487
- 4-39. Which of the following instructions are used to assist shipboard barbers in performing their duties properly?
1. Supply department instructions
 2. Ship's instructions
 3. Medical instructions
 4. All of the above
- 4-40. Which of the following instructions should be posted inside the barbershop for all barbers to see?
1. Ship's instructions
 2. Supply department instructions
 3. Medical instructions
 4. Both 2 and 3 above
- 4-41. The barbershop supervisor is responsible directly to what officer for the satisfactory operation of the barbershop?
1. The supply officer
 2. The medical officer
 3. The executive officer
 4. The commanding officer
- 4-42. What is the primary job of the barbershop supervisor?
1. To make sure courtesy and military etiquette are maintained in the barbershop at all times
 2. To make sure security is maintained in the barbershop
 3. To make sure supplies are ordered
 4. To make sure all barbers are using proper barbering techniques

Learning Objective: Identify the barbershop space requirements and the importance of customer service.

- 4-43. Which of the following actions by the barber could cause a poor relationship between the barbershop and the ship's crew?
1. Answering the phone using military courtesy
 2. Showing no favoritism between customers
 3. Opening the barbershop late
 4. Attending to complaints of customers
- 4-44. While servicing a customer in the barbershop, which of the following actions should you AVOID?
1. Carrying on a conversation with another barber while cutting a customer's hair
 2. Discussing family problems with the customer
 3. Criticizing another barber in front of a customer
 4. All of the above
- 4-45. The barbershop should plan services so quality and prompt customer service is given to every individual. To do this, how often should the barbershop plan to give a haircut to each crew member?
1. Once every 7 days
 2. Once every 2 weeks
 3. Once every 10 days
 4. Once a month
- 4-46. How much time should be allowed for each barber to service one customer?
1. 10 minutes
 2. 15 minutes
 3. 20 minutes
 4. 30 minutes

- 4-47. The barber should control the atmosphere within the barbershop by keeping the air at what temperature?
1. 60°F
 2. 65°F
 3. 70°F
 4. 75°F
- 4-48. When the barbershop is equipped with more than one barber chair, how far apart should the barber chairs be spaced?
1. 5 ½ to 6 feet
 2. 4 ½ to 5 feet
 3. 3 ½ to 4 feet
 4. 2 ½ to 3 feet
- 4-49. How many barber chairs should be available for a ship with 900 personnel attached?
1. One
 2. Two
 3. Three
 4. Four
- 4-50. When, if ever, should a separate barbershop be provided on ships that carry troops?
1. When deployed overseas
 2. When one barber chair is required for the troops
 3. When two or more barber chairs are required for the troops
 4. Never
- 4-51. A barber standing for several hours at a time can put added stress on the body. Which of the following rules should the barber follow to help relieve some of the added stress?
1. Keep the stomach held in
 2. Keep the shoulders back
 3. Carry the weight of the body on the balls of the feet
 4. All of the above

Learning Objective: Explain the procedures for scheduling appointments in the barbershop.

- 4-52. What is the primary purpose of scheduling appointments in the barbershop?
1. To distribute work evenly between barbers
 2. To provide better service to the customer
 3. To limit the number of customers at any one time
 4. To resolve complaints of customers about not receiving a haircut
- 4-53. When using the appointment system in the barbershop, what is the best time for the barber to post his or her appointment sheet?
1. The day before the scheduled time of the haircut
 2. 2 days before the scheduled day of the haircut
 3. The week before the appointment
 4. Monthly
- 4-54. What action should the barber take when several crew members miss their appointments?
1. Cut down on the hours of operating the barbershop
 2. Give the names of the crew members to the responsible division officer
 3. Change from the appointment schedule to the division schedule
 4. Do not serve those crew members missing appointments
- 4-55. When the division schedule is used in the barbershop, what individual controls the scheduling of appointments for each division?
1. The barbershop supervisor
 2. The division petty officer
 3. The supply officer
 4. The leading Ship's Serviceman
- 4-56. How long should the barbershop supervisor retain the used appointment sheets in the barbershop?
1. 1 month
 2. 2 weeks
 3. 5 days
 4. 10 days
-
- Learning Objective: Identify the principles and techniques used in maintaining barbershop sanitation.
-
- 4-57. What is the main purpose of barbershop sanitation?
1. To keep the barbershop clean
 2. To prevent the spread of infectious diseases
 3. To prolong the life of barbering equipment
 4. To keep the barbering equipment clean
- 4-58. How often should a member of the medical department aboard ship inspect the barbershop?
1. Weekly
 2. Twice weekly
 3. Monthly
 4. Quarterly
- 4-59. After barbers receive their initial physical examination, how often thereafter should they receive another one?
1. Each time they become ill
 2. Monthly
 3. Every 6 months
 4. Annually
- 4-60. Barbershop sanitation is required to control what type of bacteria that produce diseases in the barbershop?
1. Nonpathogenic
 2. Chromosome
 3. Pathogenic
 4. Photosynthetic

- 4-61. Which of the following disinfectants is/are used in the afloat barbershop for disinfecting metallic instruments?
1. Clippercide spray 4-in-1. approved by the EPA with an EPA registration number
 2. Formalin solution (10 percent solution of formaldehyde)
 3. Formaldehyde tablets
 4. All of the above
- 4-62. When the workload in the barbershop is light and the disinfectant solution does not have to be changed daily, how often should it be changed?
1. Weekly
 2. Twice weekly
 3. Monthly
 4. Bimonthly
- 4-63. Nonmetallic instruments such as combs should be immersed in a disinfectant solution for what minimum time period before reusing?
1. 10 minutes
 2. 15 minutes
 3. 20 minutes
 4. 30 minutes
- 4-64. How often should metallic instruments in the barbershop be disinfected?
1. After each use between customers
 2. Once daily
 3. Twice daily
 4. Twice weekly
- 4-65. How many combs at a minimum should each barber have in order to provide proper sanitation between customers?
1. Five
 2. Two
 3. Three
 4. Seven
- 4-66. How many customers can be served with one individual neck strip?
1. One
 2. Two
 3. Three
 4. Four or more
- 4-67. How often should the barber change the covering cloths in the barbershop?
1. Daily
 2. Twice a week
 3. Weekly
 4. Twice a month
- 4-68. The pressure of the compressed air used to remove hair from the customer should be no greater than what psi?
1. 5 psi
 2. 10 psi
 3. 15 psi
 4. 30 psi
- 4-69. A barber should not provide customer service to any individual who has any kind of sore or diseases on the scalp or the back of the neck within the hairline.
1. True
 2. False
- Questions 4-70 through 4-75 refer to chapter 5 of the text.
-
- Learning Objective: Explain the organization and administration of the afloat laundry. (cont'd)
-
- 4-70. What is the primary purpose of using the workflow concept in the ship's laundry?
1. To allow more time for training personnel
 2. To reduce normal working hours
 3. To provide good rotation for personnel
 4. To provide efficient production

4-71. Based on Navy guidelines, how many laundry personnel would be sufficient to operate a ship's laundry serving 500 officer and enlisted personnel?

1. Five
2. Two
3. Three
4. Four

4-72. Which of the following personnel would be assigned such duties as preparing laundry schedules, seeing that equipment is properly maintained, ordering supplies, and training personnel in the ship's laundry?

1. The bulk storeroom custodian
2. The supply officer
3. The ship's store recordskeeper
4. The laundry supervisor

4-73. What publication or instruction should you use to find the safety precautions that apply to shipboard laundries?

1. NAVRESSOINST 4067.4
2. NAVMED P-5010
3. NAVSUP P-485
4. OPNAVINST 5100.19

4-74. What individual is responsible for preparing the sanitation requirements for the shipboard laundry?

1. The medical officer
2. The supply officer
3. The ship's store officer
4. The laundry supervisor

4-75. How often should the ship's store officer inspect the ship's laundry?

1. Each business day
2. Twice weekly
3. Weekly
4. Monthly

Assignment 5

Textbook Assignment: "The Ship's Laundry (continued)," chapter 5, pages 5-6 through 5-28.

Learning Objective: Explain the organization and administration of the afloat laundry. (cont'd)

- 5-1. What officer aboard ship may authorize the collection of monthly charges for services provided in the ship's laundry?
1. The ship's store officer
 2. The supply officer
 3. The commanding officer
 4. Each of the above

IN ANSWERING QUESTIONS 5-2 THROUGH 5-5, SELECT FROM COLUMN B THE LOG THAT IS USED FOR THE PURPOSE SHOWN IN COLUMN A.

- | <u>A. PURPOSES</u> | <u>B. LOGS</u> |
|--|--------------------------|
| 5-2. To record historical repair data | 1. Heat stress |
| | 2. Bulk work |
| 5-3. To keep a record of the temperature in the ship's laundry | 3. Equipment maintenance |
| | 4. Press deck |
| 5-4. To keep a record of divisional laundry | |
| 5-5. To record individual officer's and chief petty officer's lots | |

-
- 5-6. How often should the laundry summary sheet be prepared and submitted to the supply officer?
1. Daily
 2. Weekly
 3. Monthly
 4. Quarterly

- 5-7. The ship's laundry should not be used after normal working hours unless final approval is obtained from what individual?

1. The ship's store officer
2. The duty supply officer
3. The duty Ship's Serviceman
4. The executive officer

Learning Objective: Identify the procedures for preventing heat stress injuries in the ship's laundry.

- 5-8. What publication or instruction should you reference for the requirements of the Navy heat stress program?

1. NAVSUP P-485
2. NAVRESSO Pub 17
3. OPNAVINST 3120.32
4. OPNAVINST 5100.20

- 5-9. A dry bulb thermometer should be permanently mounted near which of the following laundry areas?

1. The receiving area
2. The issuing area
3. The wash and press deck areas
4. All of the above

- 5-10. How often should temperatures in the laundry be taken and recorded in the heat stress log?

1. Once daily
2. Twice daily
3. Once every 6 hours
4. Once every 4 hours

5-11. You should evacuate the ship's laundry until a heat stress survey is conducted when the temperature in the laundry reaches what maximum temperature?

1. 85°F
2. 90°F
3. 95°F
4. 100°F

5-12. A heat stress survey was conducted in the ship's laundry by the medical officer. It was determined that the stay time would be 2 hours. How long should the recovery time be?

1. 8 hours
2. 2 hours
3. 6 hours
4. 4 hours

Learning Objective: Identify the procedures for stowing and handling supplies in the ship's laundry.

5-13. The supplies stowed in the laundry should be limited to the amount required for what time period?

1. 1 week
2. 2 weeks
3. 1 day
4. 1 month

5-14. How should the supplies in the ship's laundry be stowed?

1. In separate covered metal bins using a bin liner or plastic bag
2. In the receiving area in the original container
3. On the wash deck in a cardboard container near the washer extractor
4. On the wash deck in the original closed container

5-15. Which of the following actions should you take to prevent powdered laundry supplies from becoming hard or lumpy?

1. Store them in a cool space
2. Keep them well covered
3. Keep them dry
4. All of the above

5-16. What determination should you make before disposing of any laundry chemicals at sea or in port?

1. The stowage requirements of the chemical
2. The hazardous priorities of the chemical
3. The shelf life of the chemical
4. The age of the chemical

5-17. To what publication should you refer for the classification and stowage requirements for shipboard consumables?

1. NAVSUP P-485
2. NAVSUP P-487
3. NAVSUP P-4998
4. HMIS, DOD 6050.5

Learning Objective: Identify the basic procedures for receiving and identifying lots.

5-18. The receiving laundry person is responsible for which of the following duties?

1. Receiving lots
2. Marking lots
3. Classifying lots
4. All of the above

5-19. What individual will the receiving laundry person contact to resolve problems with the pickup of clean laundry?

1. The ship's store officer
2. The divisional laundry petty officer
3. The leading petty officer of each division
4. The leading Ship's Serviceman

5-20. The receiving laundry person should not accept divisional laundry bags over what weight limitation?

1. The washer extractor capacity
2. 60 pounds
3. 80 pounds
4. 100 pounds

5-21. What is the primary problem with handling lots in the ship's laundry?

1. Marking them
2. Identifying them
3. Classifying them
4. Damaging them

5-22. What individual is responsible for stenciling the clothing in divisional bulk lots?

1. The divisional laundry petty officer
2. The receiving laundry person
3. Each enlisted person
4. The laundry supervisor

5-23. What individual is responsible for making sure only properly stenciled clothing is accepted within each division?

1. The laundry supervisor
2. The leading petty officer of each division
3. The divisional laundry petty officer
4. The receiving laundry person

5-24. Personnel working on the wash deck should use identification markers or flags to identify which of the following types of laundry within the washer extractor?

1. Officers' uniforms
2. Bulk lots
3. Individual lots
4. All of the above

Learning Objective: Identify the basic procedures for receiving and identifying individual lots.

5-25. What should you do if you have more individual lots than you have assembly bins?

1. Set up two lots daily
2. Only do the lots you have enough assembly bins for
3. Increase the amount of times individual lots are delivered each week
4. Put two lots in each assembly bin

5-26. What form is used by officers and CPOs to identify the items they have sent to the laundry for processing?

1. NAVSUP Form 233
2. NAVSUP Form 235
3. NAVSUP Form 236
4. NAVSUP Form 238

5-27. The receiving laundry person will classify all items in the individual lots according to the wash formula that will be used.

1. True
2. False

5-28. Clothes may be effectively washed in nets providing what precaution is taken?

1. Use nylon net bags
2. Put several size items in each bag
3. Load the nets properly
4. Use woven nets

5-29. What is the maximum load for a 24-inch by 36-inch net bag?

1. 12 pounds
2. 10 pounds
3. 8 pounds
4. 5 pounds

5-30. What is the laundry mark for SHCS George D. Mills, 224-56-8757?

1. 224568757
2. M-224568757
3. D-8757
4. M-8757

5-31. What is the correct procedure for handling differences between the laundry's count of an individual lot of laundry and the customer's count?

1. The laundry supervisor checks the count, enters the correct count on the laundry list, circles and initials the customer's count, and informs the customer of the difference through the individual who delivered the lot
2. Three people in the laundry check the count, inform the laundry supervisor of the difference, and change and initial the changes on the laundry list
3. The laundry supervisor returns the individual lot to the customer for a recount
4. The laundry person discovering the difference notes it on the laundry list and logs it in the press deck log

Learning Objective: Identify the procedures for using the marking machine in the ship's laundry.

5-32. Which of the following items are not marked individually in the laundry but are placed in a separate net bag?

1. Undershirts
2. Handkerchiefs
3. Trousers
4. Tropical shorts

5-33. While using the laundry marking machine, how should you bring the material you are marking in contact with the type?

1. By raising the inking arm
2. By raising the printing lever forward
3. By pressing the printing lever backward
4. By pressing the printing lever downward

5-34. What should the laundry person do to prevent wrinkling the ribbon while setting the type handles of the marking machine?

1. Use both hands
2. Have the printer arm in the downward position
3. Move the type handles with the printer arm in the center position
4. Keep the printer arm in the upright position

5-35. Which of the following tools should you use to clean the type on the marking machine?

1. Wire brush
2. Sponge
3. Chamois cloth
4. Scrub pad

5-36. What action, if any, should the laundry supervisor take when the marking machine in the ship's laundry breaks down?

1. Use a fine point ink pen to mark items
2. Use a laundry marking pen available through the retail store
3. Use identification markers and tags
4. None; no marking is done until the laundry marking machine is repaired

Learning Objective: State the primary goal of the washing process and identify the various types of soil and the general precautions taken when washing different fabrics.

5-37. What is the primary goal of the washing process?

1. To wash the clothing and have zero laundry claims
2. To strengthen and beautify the appearance of clothing
3. To remove all soil from clothing being washed
4. To wash and return all the clothing to the owner within 24 hours

IN ANSWERING QUESTIONS 5-38 THROUGH 5-41, SELECT FROM COLUMN B THE TYPE OF SOIL THAT IS DESCRIBED IN COLUMN A.

	A. DESCRIPTIONS	B. SOILS
5-38.	Soil that includes a variety of substances such as starch, syrups, catsup, and so forth and is removed during the normal laundering process	<ol style="list-style-type: none"> 1. Water soluble 2. Chemical soluble 3. Special 4. Insoluble
5-39.	Soil that includes such things as paint, ink, adhesives, and so forth, and cannot be removed during the normal laundering process but may possibly be removed using spotting operations	
5-40.	Soil that includes the majority of soils removed in the laundry; most of these types of soils are readily dispersed during the wash cycle, but they tend to contribute to fabric damage due to fiber abrasion	
5-41.	Soil that includes substances such as grease and oils, is usually not soluble or dissolvable when washing, and may require special treatment	
5-42.	Color transfer is primarily caused on fabrics when the laundry person on the wash deck does not accomplish which of the following actions? <ol style="list-style-type: none"> 1. Loading the washer properly and according to weight limitations 2. Adding sour according to the wash formula 3. Extracting the clothes properly 4. Classifying the clothes properly 	

5-43. What action by the laundry person may cause the redepositing of soil on the clothing during the wash cycle?

1. Washing a light load of dungaree trousers with black socks
2. Washing white and colored fabrics together
3. Washing heavily soiled clothing with lightly soiled clothing
4. Washing lightly soiled fabrics together

5-44. When should the laundry chemicals come in contact with the fabrics in the washer extractor?

1. Before the water is added
2. After the first bath
3. As soon as the water is added
4. After the correct water level is reached

Learning Objective: Identify the various laundry chemicals, types of wash water, and the formulas used in washing fabrics in the ship's laundry.

5-45. What type of water is most suitable for washing clothes in the ship's laundry?

1. Soft water
2. Salt water
3. Hard water
4. Chlorinated water

5-46. What type of treatment is required for permanently hard water?

1. Exchanging the compounds contained in the water
2. Boiling it
3. Using lime soaps during washing
4. Distilling or adding special chemicals

- 5-47. How is seawater made usable aboard ship?
1. Using the base exchange method of purification
 2. Changing the compounds of sodium in the seawater to compounds of calcium and magnesium
 3. Using the distillation method
 4. Adding chloride and removing the sodium
- 5-48. Detergent/oxygen bleach is a powdered substance used safely for laundering which of the following types of fabrics?
1. Colored
 2. Cotton
 3. Synthetic
 4. All of the above
- 5-49. Based on a washer extractor with a 100-pound washing capacity, how much detergent/oxygen bleach should be added to the wash cycle when using seawater?
1. 12 ounces
 2. 16 ounces
 3. 20 ounces
 4. 32 ounces
- 5-50. The wash formulas should be posted in what area of the laundry?
1. The issue room
 2. The wash deck
 3. The press deck
 4. The receiving area
- 5-51. What wash formula, if any, should you use when washing white certified Navy twill uniforms?
1. Washing formula #1
 2. Washing formula #2
 3. Washing formula #3
 4. None; dry clean only
- 5-52. How many times per wash should you rinse the clothing?
1. Whatever the wash formula indicates
 2. As many rinses as needed to get the clothes clean
 3. Three times a wash
 4. Four times a wash

- 5-53. What action should the laundry person take when the clothing is washed according to the wash formula and still does not come out clean?
1. Rinse them again manually
 2. Soak them in the washer overnight and rinse and extract them in the morning
 3. Wash them again increasing the amount of chemical additives
 4. Wash them again according to the appropriate wash formula
- 5-54. Which of the following conditions should be eliminated when laundry sour is added to the wash cycle properly?
1. Remaining alkalies
 2. Rust or yellow discoloration
 3. Unsterilized clothes
 4. All of the above
- 5-55. Laundry starch can be used to improve appearance and give body to which of the following types of fabrics?
1. Certified Navy twill products
 2. Cotton products
 3. Work clothes
 4. All of the above

Learning Objective: Determine the procedures for using and operating the Dyna wash washer extractor.

- 5-56. Why is the cylinder on the washer extractor perforated?
1. To allow water and suds in the bottom of the shell to enter
 2. To saturate the clothes
 3. To clean the clothes during the washing process
 4. To reduce the weight of the machine

5-57. What switch on the Dyna Wash energizes the power to the control panel and the programmer?

1. Master switch
2. Control switch
3. Wash switch
4. Timer switch

5-58. When loading or unloading the washer extractor, the washer cylinder door can be lined up with the outer shell door by depressing either the forward or reverse switch with what other switch?

1. Drum control switch
2. Signal switch
3. Jog switch
4. Extract switch

5-59. The timer wheel on the programmer will not begin to move until which of the following switches are energized?

1. Timer switch
2. Master switch
3. Control switch
4. All of the above

5-60. What indicator light will light up and alert laundry personnel when the automatic cycle is complete by sounding a bell?

1. Signal indicator light
2. Master indicator light
3. Wash indicator light
4. Timer indicator light

5-61. What safety device is installed on the inside of the washer extractor programmer to protect laundry personnel from electrical shock when the programmer door is opened?

1. Vibration switch
2. Interlock switch
3. Microswitch
4. Control switch

5-62. What source(s) is/are used as a guideline for cutting the program chart?

1. The Navy wash formula
2. Instructions provided by the Navy exchange
3. Instructions contained in the technical manual
4. Charts available from the supply system

● In answering questions 5-63 and 5-64, refer to the following paragraph.

You are setting the temperature control on a 100-pound washer extractor for a load of laundry that will be washed using Navy wash formula I.

5-63. At what temperature should the black pointer on the temperature control be set?

1. 90°F
2. 120°F
3. 130°F
4. 160°F

5-64. At what temperature should the red pointer on the temperature control be set?

1. 160°F
2. 140°F
3. 130°F
4. 120°F

5-65. What switch on the Dyna Wash washer extractor prevents the outer shell door from opening during extraction?

1. Jog switch
2. Interlock switch
3. Control switch
4. Vibration switch

Learning Objective: Determine the procedures for washing with the Dyna Wash washer extractor.

STEPS IN OPERATING
THE WASHER EXTRACTOR

- A. Turn off the control switch.
- B. Check and securely latch the door to each cylinder.
- C. Energize the control switch, making sure no other switches are energized while doing so.
- D. Close the outer shell door.
- E. Open the shell door.
- F. Load the washer extractor.
- G. Rotate the cylinder by depressing the jog switch with the forward or reverse switch to adjust each cylinder door for loading.
- H. Open the cylinder door.
- I. Add the required supplies to the automatic dispenser.
- J. Mark on the washer with chalk the contents of each pocket.
- K. Adjust the drum control disk.
- L. Energize the control switch, master switch, and timer switch in that order.

Figure 5A

IN ANSWERING QUESTION 5-66,
REFER TO FIGURE 5A.

- 5-66. Figure 5A contains some of the steps used in the automatic operation of the Dyna Wash washer extractor, but not necessarily in the correct order. In what order should the steps be taken?

1. C, E, G, H, F, A, B, D, J, I, L, K
2. E, C, G, A, H, F, J, B, D, I, K, L
3. K, L, J, E, A, G, H, F, B, D, I, C
4. L, K, I, A, E, G, H, F, J, B, D, C

- 5-67. What safety precautions should you take when unloading the washer extractor?
1. Turn the controls off before placing your hands inside the washer cylinder or shell
 2. Line up the openings in the shell and cylinder
 3. Use the safety switches
 4. Secure the door latches
- 5-68. When should you use the manual mode when washing clothing?
1. When the workload is very heavy
 2. When washing heavily soiled clothing
 3. When the automatic timer is inoperative
 4. All of the above
- 5-69. What is the ideal steam pressure for operating the washer extractor?
1. 200 psi
 2. 120 psi
 3. 100 psi
 4. 80 psi
- 5-70. When loading the Dyna Wash washer extractor, you should divide the wash load into three piles. The weight difference between each of these piles should not exceed what percent?
1. 5%
 2. 10%
 3. 15%
 4. 25%
- 5-71. Which of the following safety precautions should you take before opening the outer shell door to the washer extractor?
1. Make sure the control switch is on
 2. Open the shell door while the cylinder is moving only when all switches have been de-energized
 3. De-energize all switches and wait for the cylinder to come to a complete stop
 4. When the signal switch lights and sounds the bell, open the programmer door and then the shell door

Learning Objective: Determine
the procedures for operating
the Milnor washer extractor.
(cont'd)

IN ANSWERING QUESTIONS 5-72 THROUGH
5-75, SELECT FROM COLUMN B THE CONTROL
ON THE MILNOR WASHER EXTRACTOR THAT IS
MOST SUITABLE FOR THE PURPOSE LISTED
IN COLUMN A.

	<u>A. PURPOSES</u>	<u>B. CONTROLS</u>
5-72.	Controls the power to the wash, drain, and extract motors	1. Temperature control switches 2. Master switch
5-73.	Controls the water temperature	3. Motor switch
5-74.	Used to cancel and signal what has been called for on the program chart so the Milnor motor can resume operation	4. Signal switch
5-75.	Controls the power to the Milnor washer extractor	

Assignment 6

Textbook Assignment: "The Ship's Laundry (continued)," chapter 5, pages 5-29 through 5-56.

Learning Objective: Determine the procedures for using the Milnor washer extractor.
(Cont'd)

6-1. The thermometer on the Milnor washer extractor is used to control the water temperature. What does the green pointer on the thermometer control or indicate?

1. Indicates the actual water temperature
2. Controls the higher temperature
3. Controls the lower temperature
4. Indicates the higher temperature

6-2. What is the minimum air pressure required for the Milnor washer extractor to operate properly?

1. 160 psi
2. 120 psi
3. 100 psi
4. 80 psi

Learning Objective: Identify the controls and indicators for the tumbler dryer and what they are used for.

6-3. What control(s) on the tumbler dryer is/are used to regulate the length of time a load will be reduced in temperature?

1. Drying timer
2. Temperature regulator
3. Damper controls
4. Cooling timer

6-4. What control(s) on the tumbler dryer is/are used to regulate the inlet air temperature?

1. Temperature regulator
2. Damper controls
3. Thermometer
4. Drying timer

6-5. What control(s) on the tumbler dryer set(s) the desired outlet air temperature?

1. Thermometer
2. Temperature regulator
3. Drying timer
4. Damper controls

6-6. What would be the desired temperature range for the tumbler dryer during the drying process?

1. 100°F to 120°F
2. 120°F to 140°F
3. 140°F to 160°F
4. 160°F to 180°F

6-7. Under normal conditions, the drying timer should be set for how many minutes?

1. 10 minutes
2. 15 minutes
3. 20 minutes
4. 30 minutes

6-8. The cool-down timer should be set for what amount of time?

1. 5 minutes
2. 10 minutes
3. 15 minutes
4. 20 minutes

6-9. In addition to the cool-down timer, what control(s) on the tumbler dryer must be adjusted during the cool-down cycle?

1. Damper controls
2. Drying timer
3. Thermometer
4. Heating coils

6-10. Which of the following factors may cause the clothes to become wrinkled during the drying cycle?

1. Clothes were not starched during the washing process
2. Clothes were improperly washed
3. Dryer temperature is too low
4. Dryer is overloaded

6-11. You have just removed some freshly laundered heavy clothing items from the washer extractor. To make pressing of these items easier, you should partially dry them in the tumbler dryer for what maximum time period?

1. 10 minutes
2. 8 minutes
3. 6 minutes
4. 4 minutes

6-12. In what order, if any, should lots be delivered to the next processing station after drying them in the tumbler dryer?

1. In alphabetical order by division
2. By lot number
3. In the order in which they were received
4. None; no order is necessary

Learning Objective: Determine the precautions taken to prevent laundry tumbler dryer fires.

6-13. What is the primary cause of shipboard laundry fires?

1. Spontaneous combustion of residual soil in clothing
2. Human error or negligence
3. Improper washing, rinsing, or extracting of clothes
4. Improper cleaning of laundry lint traps

6-14. How often should the primary lint traps on the tumbler dryer be cleaned?

1. After each dryer load
2. Every 2 hours
3. Every 6 hours
4. Every 4 hours

6-15. What is the primary purpose of the secondary lint trap?

1. To cut down on the amount of lint entering the tumbler dryer
2. To keep the steam coils clean of lint and dirt
3. To protect the ship's exhaust blowers
4. To help cut down on the buildup of lint in the ducting

6-16. How often should the steam coils on the tumbler dryer be inspected for cleanliness?

1. Daily
2. Twice weekly
3. Monthly
4. Every 4 hours

6-17. How often should the exhaust ducts and vents in the ship's laundry be inspected and cleaned?

1. Quarterly
2. Monthly
3. Weekly
4. Daily

Learning Objective: Identify the parts of the flatwork ironer and the safety precautions that apply to their use.

6-18. For what pressing task is the flatwork ironer primarily used in a large afloat laundry?

1. Pressing khaki shirts
2. Pressing tablecloths and bed linens
3. Pressing khaki trousers
4. Pressing handkerchiefs, hand towels, aprons, and undershirts

IN ANSWERING QUESTIONS 6-19 THROUGH 6-22, SELECT FROM COLUMN B THE PART OF THE FLATWORK IRONER THAT IS USED FOR THE PURPOSE INDICATED IN COLUMN A.

	<u>A. PURPOSES</u>	<u>B. PARTS</u>
6-19.	Smooths and flattens the flatwork against the steam-heated cylinder	1. Feed ribbons 2. Padded rolls 3. Return ribbons 4. Delivery table
6-20.	Catches all finished material	
6-21.	Carries and leads the flatwork into the ironer over the cylinder	
6-22.	Holds the flatwork against the underside of the heated cylinder and passes it back to the front	
6-23.	Which of the following parts of the flatwork ironer prevent(s) the hand of the operator from getting near the padded pressure rolls?	1. The feed ribbons 2. The finger guard 3. The apron 4. The removable cover
6-24.	What control on the flatwork ironer engages the compression roll?	1. The start button 2. The drive roll 3. The speed control lever 4. The foot pedal
6-25.	How often should you check the safety finger guard on the flatwork ironer to make sure it is working properly?	1. Every shift 2. Twice weekly 3. Monthly 4. Quarterly

- 6-26. What will happen if you touch the safety finger guard on the flatwork ironer while the ironer is operating?
1. The flatwork ironer will adjust to the next lower speed
 2. The compression roll will disengage
 3. An alarm will alert the user
 4. The flatwork ironer will stop
- 6-27. What action should you take if some linen becomes jammed in the flatwork ironer?
1. Disengage the compression roll and pull the linen out
 2. Put on a pair of safety gloves, turn the speed control lever in reverse, and slowly pull the linen out
 3. Put on safety gloves and try to remove the linen while the flatwork ironer is running in the fast speed
 4. Shut the ironer off at the power source, release the compression rolls, allow the ironer to cool, and remove the jammed linen
- 6-28. When, if ever, may you operate a flatwork ironer with a faulty safety finger guard?
1. When the workload is heavy and you are behind schedule
 2. When there are two or more persons present at the flatwork ironer in case of an emergency
 3. Only when a person is standing by the emergency stop button ready to cut the power off
 4. Never

Learning Objective: Identify the procedures for operating the flatwork ironer.

6-29. What are the proper procedures for preheating the flatwork ironer?

1. Keep the main steam valve partially open for 20 minutes and then open it all the way for another 25 minutes
2. Open the steam valve one-half a turn first and gradually allow steam to enter the cylinder; continue to open the steam valve slowly until it is open all the way
3. Turn the steam valve on all the way and allow 45 minutes for the cylinder to heat
4. Bring the cylinder in contact with the padded rolls, keep the main steam valve partially open for 10 minutes, and then turn the steam on all the way

6-30. Which of the following actions should you AVOID to prevent damaging the variable speed mechanism?

1. Setting it to the lowest speed while warming the flatwork ironer
2. Engaging the compression roll while the ironer is on
3. Changing the speed of the ironer while the ironer is on
4. Decreasing the speed of the ironer while the ironer is off

6-31. What are the proper procedures for securing the flatwork ironer at the end of the day?

1. Turn the machine off and raise the compression roll so the machine can cool for 30 minutes
2. Close the steam supply, raise the compression roll and allow the machine to run for 20 or 30 minutes without steam to allow it to cool properly before you shut the power off
3. Turn the power off, secure the steam, and remain in the laundry until the ironer cools down
4. Raise the compression roll and allow the machine to run for 10 to 15 minutes, gradually turning the steam off to allow the machine to cool, and then shut it off

6-32. The compression roll on the flatwork ironer should be raised when the ironer is left unattended for what minimum time period?

1. 5 minutes
2. 10 minutes
3. 15 minutes
4. 20 minutes

6-33. What is the purpose of feeding the flatwork into the ironer wrong side up?

1. To prevent scorching the right side
2. To prevent wearing through the smooth side
3. To exert more pressure on the rough side of the material
4. To give a smooth finish to the right side of the material

6-34. What procedure should be used to feed large items into a 75-inch ironer?

1. One person only feeds the items into the ironer
2. Two persons feed all the items into the ironer
3. Two persons feed the large items into the ironer folded
4. Three persons feed all the items into the ironer

6-35. Into what part of the cylinder of the flatwork ironer should small items be fed?

1. Center
2. Left end
3. Right end
4. Along the entire length

Learning Objective: Identify the various laundry presses used in the shipboard laundry, the controls used to operate them, and the safety precautions applicable to their use.

6-36. What part of the press is used as your worktable when you press uniform items?

1. The rigid metal frame
2. The buck
3. The press head
4. The manifold

6-37. What type of press would be best suited for pressing flatwork when a flatwork ironer is not available?

1. A taper press
2. A triple head press
3. A sleeve press
4. A rectangular press

6-38. What is/are the purpose(s) of using the spray gun with the laundry press to press uniform articles?

1. To keep the laundry press pad and cover cool
2. To prevent articles from sticking to the laundry press head
3. To compensate for moisture loss while the other parts of the uniform are pressed
4. All of the above

6-39. What control button(s) must you depress to make the laundry press head lower onto the items you are pressing?

1. Both red buttons
2. Both green buttons
3. One of the green buttons only
4. One green button and one red button

6-40. How do you release the laundry press head from the item being pressed?

1. By pushing one or both of the green buttons
2. By pushing both red buttons
3. By pushing one of the red buttons
4. By pushing one red button and one green button

- 6-41. What procedure should you use to check the head pressure on the laundry press?
1. Insert a bedding sheet on the press, leaving a portion of it exposed, and try to pull it out after the press head is closed
 2. Place a piece of paper under the press head, leaving a portion of it exposed, and try to pull it out after the press head is closed
 3. Place a piece of cardboard under the press head, leaving a portion of it exposed, and try to pull it out after the press head is closed
 4. Roll a bedding sheet up into a round cylinder and try to close the press head on it
- 6-42. What is the correct procedure for heating the laundry press head?
1. Turn the steam valve on all the way and check the press head in 20 minutes
 2. Open the steam valve gradually for 2 minutes and then open it completely
 3. Turn the steam valve partially open for 20 minutes and then open it all the way
 4. Gradually open the steam valve for 5 minutes and then open it completely
- 6-43. When you are pressing under normal conditions, how long should you keep the press head down on clothing articles?
1. 15 seconds
 2. 30 seconds
 3. 45 seconds
 4. 60 seconds

- 6-44. What safety feature on the laundry press prevents you from getting your hand caught under the press head?

1. You must press both green buttons to lower the press head
2. There is an emergency release button by your foot
3. You must press both red buttons to lower the press head
4. There is a antilocking device located in the press head adjustment

● In answering question 6-45, refer to the following paragraph.

SH3 Brown and SH3 Lewis are working in the ship's laundry pressing khaki shirts and trousers. They are both working at the same three press operator station because all the other operator stations are being used. Petty Officer Lewis is pressing khaki trousers and Petty Officer Brown is pressing khaki shirts. Petty Officer Lewis is having difficulty with the trousers because they keep slipping off the press. To eliminate this problem, Petty Officer Lewis plugs one of the red buttons so it is always in the DOWN position. This allows him to hold the trousers steady with one hand to prevent them from slipping and at the same time use his other hand to press the other red button. Petty Officer Brown does not have this problem pressing the shirts because one of the red buttons on the press he is working on is already stuck and inoperative. SH1 Moore walks through the ship's laundry making rounds, sees what is going on, and stops both of them from working.

- 6-45. The reason SH1 Moore stopped both SH3 Brown and SH3 Lewis from working was because they were violating some of the rules of safety while using the laundry press. How many safety precautions did SH3 Brown and SH3 Lewis violate?

1. Five
2. Two
3. Three
4. Four

6-46. The press head should lower and lock on a thick object if it is adjusted properly.

1. True
2. False

Learning Objective: Determine the procedures for pressing various uniform articles in the ship's laundry.

6-47. When determining the sequence in which you press a uniform article, you should consider which of the following factors?

1. The best sequence of lays to make the job quicker and easier
2. The fewest amount of lays to do the uniform article
3. The portion of the uniform article you should press last to prevent damage to the rest of the finish
4. All of the above

- A. Back left
 - B. Left shoulder
 - C. Collar
 - D. Yoke
 - E. Right shoulder

Figure 6A

● IN ANSWERING QUESTION 6-48, REFER TO FIGURE 6A.

6-48. Figure 6A lists the first five lays ordinarily used in pressing shirts, but not necessarily in the order given. Select the arrangement that lists the sequence in which lays are performed when pressing a shirt?

1. A, E, B, D, C
2. C, B, D, E, A
3. C, E, B, D, A
4. D, E, B, C, A

6-49. What is the first step in pressing a pair of trousers?

1. Straighten the pockets out
2. Straighten the waistband
3. Pull the trouser legs taut
4. Match the inseams

6-50. What is the primary purpose of using a hanger equipped with a trouser guard to hang trousers after pressing them?

1. To protect them from fabric damage
2. To prevent them from slipping off
3. To prevent lines from setting in on the legs of the trousers
4. To prevent the trouser legs from sticking together

6-51. Which of the following items must be pressed on a covered head press?

1. Khaki pants
2. Dungaree shirts
3. Wool worsted ties
4. Cotton handkerchiefs

6-52. What is the primary difference between pressing khaki trousers and dungaree trousers?

1. Dungaree trouser pockets do not need to be straightened; khaki pockets do
2. The top portion of dungaree trousers does not require pressing; in khaki trousers it does
3. Inseams on dungaree pants must be matched separately; khaki inseams do not
4. Dungaree trouser legs are pressed inside out with the creases going inward on the seam instead of the middle of the leg; khaki trouser legs are pressed with the crease in the middle of the leg

Learning Objective: Identify the procedures used by laundry personnel when performing general maintenance on laundry equipment in the ship's laundry.

- 6-53. Which of the following personnel may perform mechanical and/or electrical maintenance on the washer extractor?
1. The damage control petty officer of supply
 2. The laundry supervisor
 3. Qualified shipboard maintenance personnel
 4. All of the above
- 6-54. Which of the following conditions may occur if lint deposits are allowed to accumulate on the air passages and heat chambers on the tumbler dryer?
1. Spontaneous heating
 2. Restricted airflow
 3. Clothes not drying properly
 4. All of the above
- 6-55. The flatwork ironer should be waxed for which of the following purposes?
1. To prolong ribbon life
 2. To prevent linen from sticking to the heated cylinder
 3. To give a smooth finish to flatwork
 4. All of the above
- 6-56. How often should you wax the flatwork ironer?
1. Twice weekly
 2. Each morning
 3. After 6 to 8 hours of work
 4. Both 2 and 3 above
- 6-57. What is the first action laundry personnel should take after new ribbons have been installed on the flatwork ironer?
1. Heat the flatwork ironer up and check for tension
 2. Run the flatwork ironer with the compression roll engaged for a period of 20 to 30 minutes
 3. Wax the ironer
 4. Adjust the compression roll so it engages properly and seats smoothly
- 6-58. When, if ever, should the friction material on the return ribbon drive roll be replaced?
1. Monthly
 2. When it becomes smooth and worn
 3. When the return ribbons move faster than the heated cylinder and the padded compression roll
 4. Never
- 6-59. What action should you take when the flatwork ironer padding is changed and one end of the ironer is thicker than the other end?
1. Pass some heavy towels or other thick material through the thicker end of the flatwork ironer
 2. Remove the padding and replace according to manufacturer's instructions
 3. Engage the compression roll, turn the steam on, and run the flatwork ironer for approximately 15 minutes
 4. With the compression roll engaged, run the flatwork ironer for about 20 minutes without steam
- 6-60. What is the ideal steam pressure for operating conventional presses?
1. 75 psi
 2. 80 psi
 3. 90 psi
 4. 100 psi

6-61. What general maintenance should you perform on the laundry press every morning before you begin to press uniform items?

1. Clean the press
2. Change the pad and covers
3. Do a hydrostatic test
4. Wax the press head

6-62. What is the primary purpose of using press head mitts when you clean the press heads?

1. To scrub the dirt off the press head
2. To apply press head cleaner
3. To protect your hands from being burned by the press head
4. To apply press head wax

MATERIALS USED TO PAD THE
BUCK OF THE LAUNDRY PRESS

- A. Flannel pads
- B. Steel wool pad
- C. Press cover

Figure 6B

● IN ANSWERING QUESTION 6-63, REFER TO FIGURE 6B WHICH LISTS THE MATERIALS THAT ARE USED TO PAD THE BUCK OF A LAUNDRY PRESS, BUT NOT NECESSARILY IN THE ORDER GIVEN.

6-63. In what sequence should the materials be applied to the buck of the press?

1. A, B, C
2. B, A, C
3. B, C, A
4. C, B, A

6-64. How do you change the flannel layers on the press?

1. Change both the top and bottom layers weekly
2. Change one layer a week putting the new layer on the top
3. Change one layer a week putting the new layer on the bottom
4. Change one layer every 2 weeks putting the new layer on the bottom

6-65. How often should the steel wool pad be changed?

1. Annually
2. Every 6 months
3. Monthly
4. Weekly

Learning Objective: Determine the procedures required to issue and assemble finished laundry.

6-66. Where should the individual laundry ticket, NAVSUP Form 233, be placed before the individual lots are received into the assembly area?

1. In the press deck log
2. Inside the appropriate net bag
3. In the assembly bin in alphabetical order
4. In a drawer in the assembly area for safekeeping until the individual bags are received

6-67. Where should the individual laundry list, NAVSUP Form 233, be placed after articles from an individual lot have been checked in and verified after being cleaned and pressed?

1. Attached to each individual laundry bag with a laundry pin
2. Attached to one of the khaki shirts or trousers with a staple gun
3. Retained in the ship's laundry for record
4. Attached to the suit wrapper covering the press work belonging to that lot with glue or tape

6-68. An individual lot of laundry should be checked for which of the following conditions before it is returned to the owner?

1. Cleanliness
2. Stains and blemishes
3. Proper creasing and smoothness
4. All of the above

6-69. When clean bulk laundry is picked up by the responsible division, which of the following procedures should the laundry person follow?

1. Weigh the bulk laundry and note the weight in the bulk work log
2. Sign the bulk work log for issuing the laundry
3. Have the person receiving the laundry sign the bulk work log
4. All of the above

6-70. A bag of laundry weighing 50 pounds is finished and sent back to the divisional compartment weighing 49 pounds. What does this weight loss indicate when there are complaints of lost clothing?

1. The complainers are merely troublemakers
2. The loss probably is occurring in the living compartment
3. It is a mistake because the laundry never loses clothing
4. The laundry put 1 pound of clothing in the wrong bag

6-71. When should finished laundry be issued?

1. According to the schedule
2. When completed
3. After normal working hours
4. Early in the morning

6-72. What is the primary purpose of obtaining the proper signatures and making sure the count reflected on the NAVSUP Form 233 is correct before issuing the laundry?

1. To establish accurate records for future reference
2. To establish validity in laundry claims
3. To establish the weekly summary sheet
4. To establish a report required at the end of the accounting period

6-73. When should you reprocess articles that have been returned to the ship's laundry because they were unsatisfactory?

1. The next time lots are delivered to the laundry
2. When the laundry finds time to reprocess them
3. Immediately so that delivery will not be delayed
4. After the day's workload has been completed

Assignment 7

Textbook Assignment: "The Dry-Cleaning Operation," chapter 6, pages 6-1 through 6-30.

Learning Objective: Identify the organization of the dry-cleaning plant and the factors relating to the scheduling of operations.

7-1. The number of personnel assigned to the dry-cleaning plant is based on which of the following factors?

1. The number of enlisted personnel aboard ship
2. The amount of dry cleaning to be handled and the amount of equipment
3. The number of officers and chief petty officers assigned to the ship
4. All of the above

7-2. The final approval of what individual is required before any work is authorized in the dry-cleaning plant after normal working hours?

1. The dry-cleaning supervisor
2. The ship's store officer
3. The leading Ship's Serviceman
4. The duty supply officer

7-3. Aboard ship, the dry-cleaning plant should be able to process how many pounds of dry cleaning per person per week?

1. 1 pound
2. 6 pounds
3. 12 pounds
4. 24 pounds

7-4. What is the purpose of scheduling work by material groups in the dry-cleaning plant?

1. To save on drying time
2. To set up uniform schedules more easily
3. To make sure similar items are cleaned together
4. To make the job of the divisional laundry petty officer easier

7-5. Under normal conditions, how long should it take to dry-clean one load of articles at rated capacity?

1. 30 minutes
2. 50 minutes
3. 60 minutes
4. 90 minutes

Learning Objective: Identify the procedures for receiving and identifying lots in the dry-cleaning operation.

7-6. Work received in the dry-cleaning plant should be completed within what maximum time period?

1. 1 day
2. 2 days
3. 3 days
4. 1 week

- 7-7. What is the maximum amount of work you should receive in the dry-cleaning plant daily when operating under normal conditions?
1. The amount of work that can be completed in 1 workday
 2. 2 days' work
 3. 3 days' work
 4. 1 week's work
- 7-8. To eliminate delays in processing dry-cleaning articles, what action is required of each division in regard to the delivery of dry-cleaning articles?
1. Set a required delivery time
 2. Have the dry cleaning delivered in separate laundry net bags
 3. Have divisional laundry delivered twice daily
 4. Have divisional laundry delivered every day
- 7-9. What is a difference between methods A and B for receiving and identifying dry-cleaning articles?
1. The customer fills out the dry-cleaning list in A; the receiving clerk in B
 2. The receiving clerk tags the articles in B; no tagging is done in A
 3. The receiving clerk fills out the dry-cleaning list in B; the customer in A
 4. The customer tags each article in A; no tagging is done in B
- 7-10. To help save time and work and prevent the possibility of misplacing items of clothing, which of the following actions should dry-cleaning personnel take?
1. Train each other in only one phase of the dry-cleaning operation
 2. Receive and issue dry-cleaning articles in a space other than the assembly room
 3. Use a dry-cleaning list
 4. Process one individual's bundle at a time
- 7-11. Occasionally, uniform accessories are left on the dry-cleaning articles sent to the dry-cleaning plant. During what portion of the dry-cleaning process will these accessories be removed?
1. Classification
 2. Receipt
 3. Inspection
 4. Marking
- 7-12. What should be done with foreign objects found in the pockets of articles sent for dry-cleaning?
1. Give them to the immediate supervisor
 2. Notify the customer to pick them up
 3. Put them in an envelope and staple the envelope to the dry-cleaning list
 4. Remove them but put them back in the pocket before returning the uniform article to the customer
- 7-13. When classifying articles for dry cleaning, which of the following factors should you give the most consideration?
1. The age of the article
 2. The weight of the material
 3. The color and lint quality
 4. The size of the article
- 7-14. How many pounds of dry-cleaning work should be cleaned for each gallon of dry-cleaning solvent?
1. 200 pounds
 2. 350 pounds
 3. 400 pounds
 4. 450 pounds
-
- Learning Objective: Identify the procedures for safe use and handling of dry-cleaning solvent.
-
- 7-15. The safe handling and use of dry-cleaning solvents are described in which of the following instructions?
1. BUMEDINST 6260.12A
 2. NAVRESSOINST 4067.4
 3. OPNAVINST 3120.32
 4. OPNAVINST 5100.20

7-16. In using or handling dry-cleaning solvent, which of the following actions would be considered hazardous?

1. Not inhaling the solvent vapors
2. Stowing the solvent in a well-ventilated space
3. Using solvent in a space with no ventilation
4. Keeping exhaust vents in the dry-cleaning plant clean and free of dirt and lint

7-17. Smoking is permitted in areas where dry-cleaning solvent is being handled.

1. True
2. False

7-18. When a solvent spill occurs in the dry-cleaning plant, what actions should you take to ventilate the space?

1. Close all doors, turn on the supply vent, and secure the exhaust vent
2. Open all doors and secure both the supply and exhaust vents
3. Close all doors and turn on the supply fan
4. Open all doors and turn on the exhaust fan

7-19. Small solvent spills should be cleaned up using which of the following materials?

1. A rag
2. A paper towel
3. A sorbent
4. A mop

7-20. Once a solvent spill is cleaned up, the solvent-laden material will be placed in a closed container and the container disposed of in which of the following ways?

1. Dumped in the dumpster on the pier
2. Disposed of at sea
3. Released to a licensed reclaimer
4. Flushed down the commode

7-21. To eliminate hazards associated with the use of dry-cleaning solvent, which of the following precautions should you take in the dry-cleaning plant?

1. Use the buddy system
2. Operate and maintain dry-cleaning equipment properly
3. Guard against the hazardous properties of the solvent
4. All of the above

IN ANSWERING QUESTIONS 7-22 THROUGH 7-24, SELECT FROM COLUMN B THE MOST APPROPRIATE ACTION TO TAKE FOR THE HEALTH HAZARD ENCOUNTERED IN COLUMN A.

	<u>A. HAZARDS</u>	<u>B. ACTIONS</u>
7-22.	Inhaling the solvent	1. Flush or rinse with water and obtain medical care
7-23.	Contacting the skin with the solvent liquid	2. Wash affected area with plenty of soap and water
7-24.	Splashing solvent liquid into the eyes	3. Remove person from contaminated area to fresh air and start artificial respiration if person stops breathing

7-25. Dry-cleaning solvents should not be stowed near strong alkalis.

1. True
2. False

7-26. Dry-cleaning personnel should receive a physical examination on a schedule determined by what individual?

1. The supply officer
2. The medical officer
3. The ship's store officer
4. The commanding officer

Learning Objective: Identify the general operating procedures for the dry-cleaning machine.

7-27. What is the primary purpose of the distilling unit on the dry-cleaning machine?

1. Cleans the inside of the machine
2. Purifies the solvent
3. Cleans the load of articles
4. Makes solvent

7-28. During what phase of the dry-cleaning cycle is the solvent shut off?

1. At the end of the wash/rinse cycle
2. After the clothes are extracted
3. At the end of the drying cycle
4. After the washer drum fills up with solvent

7-29. What is the desired temperature setting for the dry-cleaning machine?

1. 170°F to 180°F
2. 160°F to 170°F
3. 150°F to 160°F
4. 140°F to 150°F

7-30. What part of the dry-cleaning cycle removes any remaining odors or solvent vapor that may still be in the clothing?

1. Rinse
2. Drying
3. Extract
4. Deodorizing

7-31. What factor determines the length of time the drying cycle will last?

1. The amount of solvent left on the clothing
2. The temperature setting
3. The type of clothing
4. The amount of clothes

Learning Objective: Identify the general operating procedures for the dry-cleaning press.

7-32. Why does the head of the dry-cleaning press have a covering on it?

1. To obtain a smoother pressing job
2. To protect the metal surface of the press head
3. To prevent a gloss finish on pressed articles
4. To protect the buck from scorching

7-33. What action must the operator of the dry-cleaning press perform to supply steam and vacuum to the buck?

1. Push both table-mounted buttons
2. Depress both foot pedals
3. Press the steam handle on the press head in the DOWN position
4. Open the steam vacuum supply line

7-34. The operator of the dry-cleaning press must use both hands to perform which of the following actions?

1. Provide steam to the press head
2. Provide vacuum to the buck
3. Open the press head
4. Close the press head

7-35. When pressing the seat of trousers, where should you place the back seam?

1. Near the front of the buck
2. In the center of the buck
3. Toward the rear of the buck
4. Drawn over the large end of the buck

7-36. When pressing the front portion of the leg, you must make sure the trousers are arranged in what position?

1. The crotch is at the small end of the buck
2. The leg is lying well to the front of the buck
3. The outside of the leg is facing upward
4. The side seams are lying one on the other

7-37. What procedure should you use to press the collar of an officer's uniform coat?

1. Press the inside of the collar first and then the outside
2. press the sides of the collar on the large end of the buck and the center of the collar on the small end
3. Press the inside of the collar center only; leave the ends alone
4. Press each side of the collar with the lapel and press the center separately

7-38. When pressing the right side of the coat back, you should place the bottom seam at least how many inches from the front edge of the buck?

1. 1 inch
2. 2 inches
3. 3 inches
4. 4 inches

7-39. The enlisted men's jumper is always pressed inside out.

1. True
2. False

Learning Objective: Identify the general procedures for operating and using the steam air finisher and automatic pants toppler.

7-40. The steam air finisher is used to finish which of the following items?

1. Uniform coats
2. Shirts
3. Trousers
4. Linens

7-41. What control on the steam air finisher is used to control the amount of time air is blown on the clothing article in the manual mode?

1. The air control timer
2. The steam toggle switch
3. The air toggle switch
4. The steam control timer

7-42. What control on the steam air finisher is used to control the amount of time steam is blown through the clothing in the automatic mode?

1. The steam control timer
2. The steam toggle switch
3. The neon signal indicator
4. The air control timer

7-43. In the automatic mode, the air timer on the steam air finisher should be set for what amount of time for most clothing items?

1. 10 seconds
2. 12 seconds
3. 15 seconds
4. 20 seconds

7-44. In the automatic mode, what will occur if the steam or air timer on the steam air finisher is set for 0 or 30?

1. The steam air finisher will not operate
2. The article will be finished slightly wet
3. The article may become damaged
4. The alarm will sound to alert the user to change the timer

7-45. The steam air finisher will stop during the automatic cycle any time the operator steps on the foot switch.

1. True
2. False

7-46. The automatic pants topper is used to finish which of the following items?

1. Trouser legs
2. Shirts
3. Peacoats
4. Trouser tops

7-47. The automatic pants topper uses which of the following pressing aids to press items?

1. Water
2. Air
3. Steam
4. Both 2 and 3 above

Learning Objective: Determine the general procedures for maintaining equipment in the dry-cleaning plant.

7-48. To prevent the buildup of dust and dirt on the dry-cleaning machine, what maintenance action should you take?

1. Apply a light coat of wax to the machine
2. Use a synthetic soap when washing the machine
3. Apply a light coat of silicone to the machine
4. Use a safe solvent to wash the machine

7-49. How often should the foam filter on the dry-cleaning machine be cleaned?

1. After each wash
2. Daily
3. Weekly
4. Monthly

7-50. What is the proper way to clean the foam filter on the dry-cleaning machine?

1. Brush off the excess lint on the foam material, wash with an all-purpose detergent, and squeeze dry
2. Brush off the excess lint from the foam material, wash with clear water, and squeeze dry
3. Vacuum off all excess lint and replace
4. Vacuum off all excess lint, wash with a cleaning solvent, and squeeze dry

7-51. How often should the pump lint strainer be cleaned on the dry-cleaning machine?

1. Weekly
2. Twice monthly
3. Monthly
4. Quarterly

7-52. How many flannel pads should be used to pad the dry-cleaning press?

1. One
2. Two
3. Three
4. Four

Learning Objective: Identify the characteristics of spots and stains, the job of the spotter, and the tools used to remove spots and stains.

7-53. What is the difference between a spot and a stain?

1. A stain cannot be removed without damage to the fabric; a spot can
2. A stain must be treated before the clothing is cleaned; a spot need not be
3. A stain can be removed without additional treatment; a spot cannot
4. A stain is the result of dry cleaning before spot treatment; a spot is the result of food, blood, grease, and so on

7-54. What should the spotter do if he or she is not certain whether a spot or stain can be removed?

1. Inform the owner it cannot be removed
2. Send the article back to the owner and advise the owner to file a laundry claim
3. Contact the supervisor and obtain advice
4. Return the article to prevent further damage

7-55. The owner of spotted clothing can best assist the dry-cleaning plant by identifying the spot in what manner?

1. Drawing a chalk circle around the spot on the clothing
2. Washing the clothing before it is sent to the dry-cleaning plant
3. Tagging the clothing with a label bearing the word SPOT
4. Attaching a note to the clothing telling the cause of the spot

7-56. The screened area of the main spotting board is used for which of the following purposes?

1. Tamping
2. Applying spotting agents
3. Flushing
4. All of the above

7-57. How often should the screened area on the main spotting board be taken apart and cleaned?

1. Daily
2. Twice weekly
3. Weekly
4. Monthly

7-58. What is the spatula used for?

1. To manipulate chemicals
2. To soften the stain
3. To help the chemical penetrate the stain
4. Each of the above

7-59. What spotting equipment has a flushing and tamping area like the main spotting board and is used when working out stains on sleeves and other small areas?

1. The sleeveboard
2. The garment tray
3. The chemical tray
4. The blotter

7-60. What material is used to pick up the remaining moisture around a spot that was removed?

1. Cheesecloth
2. Toweling
3. Blotter
4. Chamois

7-61. What material is used by the spotter to test the resistance of dyes in fabrics to the chemicals on the spotting agents?

1. Cheesecloth
2. Toweling
3. Blotter
4. Chamois

Learning Objective: Identify spots and stains and explain the procedures used for removing them.

7-62. The location of the spot or stain may be beneficial to the spotter in identifying what caused it.

1. True
2. False

7-63. What is the purpose of performing a solvent test?

1. To determine if a spot or stain should be removed by water or dry solvent
2. To determine what type of spot is on the clothing
3. To test the resistance of dyes on the clothing
4. To soften the spot or stain for easier removal

IN ANSWERING QUESTIONS 7-64 THROUGH 7-67, SELECT FROM COLUMN B THE SPOTTING METHOD DESCRIBED IN COLUMN A.

	A. DESCRIPTIONS	B. METHODS
7-64.	Two or more substances combined to produce one or more new substances	1. Emulsification 2. Chemical action 3. Solution
7-65.	The adding of substances to help the solvent in the removal of stains	4. Mechanical action
7-66.	The mixing of two substances, one of which is the solvent	
7-67.	The use of a brush, spatula, and so forth, to work a cleansing agent into the fabric to remove a stain	

SPOTTING CHEMICALS

- A. Oxalic acid
- B. Sodium chloride
- C. Acetone
- D. Ammonia

Figure 7A

● IN ANSWERING QUESTIONS 7-68 THROUGH 7-71, REFER TO FIGURE 7A, WHICH LISTS CHEMICALS USED TO REMOVE SPOTS AND STAINS.

- 7-68. What chemical is useful in removing rust?
- 1. A
 - 2. B
 - 3. C
 - 4. D
- 7-69. What chemical should the spotter use to remove fruit stains?
- 1. A
 - 2. B
 - 3. C
 - 4. D

- 7-70. When the spotter has removed a stain with hydrochloric acid, what chemical should be used to neutralize the action of the acid?

- 1. A
- 2. B
- 3. C
- 4. D

- 7-71. To remove stains resulting from resins, paints, or nail polish, what chemical is used?

- 1. A
- 2. B
- 3. C
- 4. D

- 7-72. Before using a solvent to treat a spot or stain, you should first determine whether the solvent will harm the article by testing it in a hidden portion of the clothing.

- 1. True
- 2. False

- 7-73. When using chemical agents, you should remove the agent immediately after applying it to the clothing.

- 1. True
- 2. False

- 7-74. What part of the spatula should be used by the spotter in removing spots?

- 1. The front end
- 2. The rounded end
- 3. The flat center
- 4. The tip of the point

- 7-75. A spatula may NOT be safely used on which of the following materials?

- 1. Synthetic
- 2. Cotton
- 3. Linen
- 4. Wool

A FINAL QUESTION: What did you think of this course? Of the text material used with the course?
Comments and recommendations received from enrollees have been a major source of course improvement.
You and your command are urged to submit your constructive criticisms and your recommendations.
This tear-out form letter is provided for your convenience. Typewrite if possible, but legible
handwriting is acceptable.

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ZIP CODE _____

To: Naval Education and Training Program
Management Support Activity (Code 313)
Pensacola, Florida 32509-5000

Subj: Ship's Serviceman 3, NAVEDTRA 80176

1. The following comments are hereby submitted:

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DEPARTMENT OF THE NAVY

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